

## Important Information

DEs may only be granted if the assessment has not yet been attempted. It is your responsibility to submit an Application for a Deferred Assessment. Unless an application has been made and DE granted, the usual penalties for failing to complete assessments will apply. Applications for a DE must be made as early as possible.

Students may apply for a Deferred Assessment if they are unable to:

- complete the requirements of a Unit due to Special Circumstances;
- submit an assessment by the due date (where an extension will lapse or is not possible);

**A DE will only be granted where it can be shown that the Special Circumstances that apply:**

- **are beyond the student's control; and**
- **make it impracticable for the student to complete the assessment during the period in which they they undertook, or were to undertake, the Unit.**

**Supporting documentation must be provided with all applications** (such as medical certificates, letters of support from your pastor, counsellor, etc, which include the dates of the circumstances that affected your ability to study).

## Student Information

Student Number			
Family Name		First Name	
Email Address			
Mobile			
Are you an overseas student	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Semester /Study Period	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Summer Online

## Important Information

A DE will only be granted where it can be shown that the Special Circumstances that apply are:

- beyond the student's control AND
- make it impracticable for the student to complete the assessment during the period in which they they undertook, or were to undertake, the Unit.

## Unit & Assessment Details

Please provide details for the unit/s and assessment/s for which you are requesting a deferral

Have you already been granted a DE for any of the  No  Yes – some  Yes – to all

Assessments listed below

Unit Code	Unit Name	Unit Lecturer	Assessment Task/s still to complete

## Basis for Application

Please indicate in your reason what has happened that is significant or unusual since the Census date/s for the Units you are applying for. Make sure that your information is detailed (especially if your supporting documents are brief). If your reasons are confidential - please feel free to email the Dean of Education directly with your reason and indicate that you have made this contact on this form.

## Reason for Extension

Medical  COVID related circumstances beyond your control  Family/Personal  Other

Details of Reason (Please provide details about the reason for the deferral request).

## Supporting Documentation

This can include medical certificates, not-negotiable work-related notifications, letters of support from your pastor, counsellor, etc., which include the dates of the circumstances that affected your ability to study and their support for a Deferred Assessment based on circumstances beyond your control.

If your request is related to the impact of COVID (eg changes to workload, lockdown restrictions, family responsibilities, care for family members, or impact on your physical or mental health) please include a personal statement outlining these impacts. You can also attach other supporting documentation as outlined above.

### Personal Statement

<b>Signed</b>	
	<b>Date</b>

### Office Use Only

Date form Submitted				
Approval by Dean of Education	Signed	Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unit Code	Unit Title	Assessment No. & Due Date	New Assessment Due Date	Lecturer Informed