

Faculty of Education Assessment Extension Form



The extension form is to be emailed to the lecturer of the unit.

1. Student Details

Student No.			
First Name:		Surname:	
Email:		Phone Number:	

2. Unit Details

Semester:		Year:		
Unit Code:		Unit Title:		
Lecturer:			Assessment No.:	
Due Date of Assessment:			Desired Extension Date:	

3. Reason for Extension

NOTE: Ordinarily extensions will not be granted for more than 14 days after the due date of the assessment except in exceptional circumstances. Generally, a 7 day extension is the norm. This form must be submitted to the lecturer before the due date of the assessment.

Assessments sent after the due date and without an approved extension will lose marks at the rate of 5% per day.

4. Declaration

Signature:		Date:	
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5. Approval for Extension

The extension request has been

Approved Date of Extension: _____

Not Approved

Signature of Lecturer: _____ Date: _____