

MFS27: Assessment Extension or Exam Deferral

Instructions to Students

- In order to receive approval for an Assessment Extension or Exam Deferral (ie approval to complete an assessment task or submit an assignment at a later date or sit an exam on a different date) your application must satisfactorily demonstrate to the Course Coordinator/Trainer/Staff that there are exceptional circumstances outside of your control that prevent you from completing the assessment task in the prescribed timeframe.
- All applications must be accompanied by relevant supporting documentation (i.e. statutory declaration) appropriate to the circumstances and included as an attachment to this document. Refer to page 2 for supporting document evidence. *Please note that we will not approve the request without any supporting documents/evidence.*
- An application for Assessment Extension must be lodged with the relevant Course Coordinator/Trainer/Staff before the due date of the assessment task or **no later than 3 days** after the due date. *Any request made after 3 days of the due date will be rejected regardless the reasons.*
- You must read [MITP13 Assessment and Reassessment Policy](#) and Procedure before you submit this form.
- Use this form for the following reasons ONLY.

 Medical Reasons
 Non- Medical Reasons

For Non – Medical reasons: -

Circumstance	Supporting documents
Death of immediate family member	Death certificate, funeral director's statement
Life-threatening illness of a family member, partner or close friend	Medical/hospital letter
Dependent has unexpected serious illness requiring student to provide care	Medical/hospital letter
Victim of a serious crime or involved in a serious accident	Accident report, police report
Involved in or witness to a serious accident	Accident report, police report
Severe disruption to domestic arrangements or abusive living environment	Statutory Declaration
Natural disaster or major political upheaval	Statutory Declaration
Emergency Management Service	Official letter/document from supervising officer showing obligations and period for which they apply
Formal legal commitments	Document showing obligations and period for which they apply

Student name:				
Student ID:				
Contact details:				
Course Code & Title:				
Assessment Details				
Unit Code	Unit Name	Assessment task name:	Assessment/Exam due date:	Requested due date:
Provide reasons for your request and attach evidence document.				
How has this affected you or your studies?				
Student Declaration: By signing this form, you are declaring that you have read and understand the information provided and that the information you have provided is accurate and true.				
Signature			Date:	

ASSESSOR USE ONLY					
Assessor Name:			Date Received by Assessor:		
Unit Code	Unit Name	Assessment Task	Request granted	Reason for decision	New date
Additional comments including specific outcomes of the decisions.					
Signature:			Decision Date:		

OFFICE USE ONLY			
Date Received from Student:		Received By:	
Supporting Documents Received:			
Date Submitted to Assessor:		Submitted By:	
Date Received from Assessor:		Received By:	
Date Outcome Informed to Student:		Informed By:	