



Request for Extension to Assessment Due Date Form HEFOR07

SECTION A: Student and Assessment Details			
Student Name:		SCEI-HE Student ID:	
Email Address:		Mobile No.:	
Subject code/name:			
Assessment Task(s):			
SECTION B: Extension Date Requested and Reason			
Assessment Due Date:			
Extension Date Requested:			
Reason (if due to illness, attach sickness certificate):			
SECTION C: IMPORTANT NOTICE FOR STUDENTS PLEASE READ CAREFULLY			
<ul style="list-style-type: none">Requests for an extension of time for submission of an assignment must be made <u>48 hours before the due date</u> of the assignment.Requests should be directed initially to the subject teacher who will initial this form and return to the student, subject to teacher consultation. This form should then be <u>attached to the front of the assignment when submitted</u>.Requests for an extension of <u>more than one week</u> are not normally granted, except under exceptional circumstances (see <i>HEPP59 Supplementary Assessment and Special Consideration policy</i>), in which case the Student Welfare Officer should initial the requested due date after the appointment with the student and consultation with the subject teacher.Requests for an extension of practical / group assessment task are not normally granted except under exceptional circumstances, in which case the Student Welfare Officer should initial the requested due date after the appointment with the student.			
Student Signature:		Request Date:	



SECTION D: Teacher uses only

Subject Teacher's Name:

Date:

Application Approved (*circle/highlight one*): YES / NO

Extended Assessment Due Date:

Comments:

RELATED DOCUMENTS

- HEPP59 Supplementary Assessment and Special Consideration
- HEPP29 Student Progress and Exclusion Policy and Procedure
- HEPP05 Academic Appeals Policy and Procedure