

EX

Application for Extension of Time for Submission of an Assessment Task

To be completed by ACU students applying for extension of time for submission of an Assessment Task.

Section A Personal Details

Student ID

Family Name _____ Contact number _____

Given Name(s) _____ Campus _____

Course _____

Section B Detail of Unit

Study Period	Unit Code	Unit Title	Study Mode
			Attendance <input type="checkbox"/> Multi Mode <input type="checkbox"/> Online <input type="checkbox"/>

Lecturer in Charge: _____

Section C Details of Assessment

Brief description of assessment task (include number and/or title):

Original Due Date _____ Requested Extended Due Date _____

Reason for seeking extension (attach relevant supporting documentation e.g. Medical Certificate)

Section D Student's Declaration

I confirm that I have read and understood the instructions on the reverse of this form.

Student signature _____ Date _____

Section E Authorisation – SCHOOL USE ONLY (To be completed by Lecturer in Charge)

Date Application Received: _____ Approved Not Approved

Lecturer in Charge signature: _____ Date: _____

Date Student Notified: _____

How to complete the Application for Extension of Time for Submission of an Assessment Task

The EX form should be completed by ACU students applying for an extension of time for submission of an assessment task.

If you are considering submitting an EX form, you may wish to contact the [Student Advocacy Service](#) for information and advice.

The completed and signed form must be completed and submitted to the relevant Lecturer in Charge **prior to the due date** of the assessment task.

- Complete Section A to D of the EX Form and attach any supporting documentation prior to submitting to Lecturer in Charge.
- The relevant Lecturer in Charge completes Section E.