

Assessment Extension Request Form

Instructions:

1. To apply for an extension for submission of your assessment complete this form along with any supporting documents.
 2. Email this form to the unit lecturer at least two days before the assessment task due date.
 3. Note that emailing this form to the unit lecturer does not automatically grant you an extension to submit your assessment. The application must be approved with an updated due date by lecturer.
 4. Your extension application will be assessed in accordance with the HEA's *Assessment and Moderation Policy* and *Assessment and Moderation Procedure*, both of which are available on the HEA's website.
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Section A: Student Personal Details

Student ID:

Family Name:

Given Name (s):

Date of Birth:

E-mail:

Mobile Number:

Address:

Section B: Unit and Assessment Details

Unit Code:

Unit Name:

Assessment No.:

Assessment Name:

Assessment Due Date:

Lecturer Name:

Section C: Reason to apply for extension

Please detail your reason below to apply for the assessment submission extension. Note that emailing documents along with this form to support your reasons will assist HEA in assessing your application.

Section D: Student Declaration

☐ I have read and understood HEA's *Assessment and Moderation Policy* and *Assessment and Moderation Procedure*.

☐ I understand that I have the right to appeal the decision made by HEA for this application in accordance with HEA's *Student Complaints and Appeals Policy* and *Student Complaints and Appeals Procedure*.

Student Signature: _____ **Date:** _____

HEA's Office use only:

Application received on: ____/____/____

Application received by:

Is the form complete and the applicable supporting documents are attached?

☐ Yes

☐ No (student has been contacted for further information)

Application Outcome:

☐ Approved: Updated due date: _____ (please email the LMS administrator)

☐ Rejected: Reasons for rejection:

Assessor Declaration

☐ I agree that I have made the decision in accordance with the HEA's *Assessment and Moderation Policy and Assessment and Moderation Procedure*.

Assessor Signature:

Date: