

Application must be submitted prior to the assessment due date to:

Discipline of Nursing
The University of Adelaide
SA 5005
AUSTRALIA
Tel +61 8 8303 3595 Fax +61 8 8303 3594
Email nursing.sec@adelaide.edu.au



Discipline of Nursing

ASSESSMENT EXTENSION FORM

(Greater than one week)

An application for extension of an assessment item must be lodged with the course coordinator of the unit involved. You will be notified by email to your University email address of the outcome of your application. If your extension is granted then it is your responsibility to keep in contact with the course coordinator and to hand in the assignment with a copy of the email (or other document) approving the extension.

SECTION 1: PERSONAL DETAILS

Surname		Given name(s)							
Title		Student number							
University email									
Course code		Course title							
Assessment title									

SECTION 2: STUDENT STATEMENT (to be completed by student)

Please detail your grounds for applying for extension (attach if required). Have you applied for special consideration?

Signature		Date	
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SECTION 3: SUPPORTING DOCUMENTATION

Please tick one of the following and attach the original document (or a certified copy of the original document) with this application.

Document type	<input type="checkbox"/> Medical certificate <input type="checkbox"/> Police report <input type="checkbox"/> Statutory declaration <input type="checkbox"/> Death notice <input type="checkbox"/> Other Please specify: _____
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SECTION 4: DECISION (Office use only)

Approved Not approved

Extension of time for assignment	Date now due	
	Comment	
Authorising name		
Signature		Date
Additional comments		

EXTENSION OF TIME FOR ASSESSMENT ITEMS

Up to one week

It is expected that all assessments will be submitted by the specified time on the specified due date (or, if off campus, assessments must be postmarked by the specified due date).

However, students may apply for an extension of time to submit an assessment, if they are experiencing difficulty. Applications for extension must be made to the course coordinator, in **writing** (e.g. email) **prior** to the due date lodgement of the assignment. Anticipate that it may take a few days to receive a reply. The grounds for granting an extension include health problems, compassionate reasons and other extenuating circumstances. Extensions will usually only be granted for a maximum of one week, but can be longer at the discretion of the Chairperson of the Academic Progress Committee if substantiated with evidence such as a medical certificate. Only original documents or certified copies of originals will be accepted.

You will be notified by email to your University of Adelaide student email account of the outcome of your application. If your extension is granted then it is your responsibility to keep in contact with the course coordinator and to hand in the assessment with a copy of the email (or other document) approving the extension.

Failure to submit an assessment item on time without an approved extension will incur a penalty as detailed under 'Late Submission of Work'.

Longer than one week

Forms for requesting extensions longer than one week, can be downloaded from the Discipline of Nursing web site www.health.adelaide.edu.au/nursing/students/resources/ or obtained from the administrative office in the Discipline. Students should complete the form and submit it to the course coordinator, attaching any supporting documents. Only original documents or certified copies of the originals will be accepted. When an extension is granted, the extension request approved must be attached to the assessment item when it is submitted.

You will be notified by email to your University of Adelaide student email account of the outcome of your application. If your extension is granted then it is your responsibility to keep in contact with the course coordinator and to hand in the assignment with a copy of the email (or other document) approving the extension.

Failure to submit an assessment item on time without an approved extension will incur a penalty as detailed under 'Late Submission of Work'.