

## Application for Extension

The following process applies for students who require an extension of time to complete an assessment task:

- Requests for extensions are negotiated with the assessor. This 'Application for Extension' form (where possible) should be completed by the student no later than ten (10) working days before the submission date.
- Extensions will be granted at the discretion of the assessor in consultation with the Program Coordinator/ Academic Director or Head of Studies. The Application for Extension form must be signed and include the approved extended due date.
- Requests for an extension will not be accepted on or after the due date.
- A maximum of 2 days extension will be granted for each assessment task. Only one extension can be approved per task.
- There will be no grading penalty for assessment tasks submitted with an approved extension by the due date.

## Student Details

Given Name(s) \_\_\_\_\_ Family Name: \_\_\_\_\_

Student No: \_\_\_\_\_ Session Group: \_\_\_\_\_

Bachelor of Design     Master of Design    Specialisation     Fashion     Interiors     CD&S

### Extension Request:

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assessment due date: \_\_\_\_\_

Request is for:     Assessment 1     Assessment 2     Assessment 3

Reason for extension (attach documentation to support request)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested submission date: \_\_\_\_\_

### Declaration: I declare that the information provided is true and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- If approved, this form must be attached to the assessment along with the Assessment Cover Sheet

### Assessor Program Coordinator Authorisation:

Name: \_\_\_\_\_ Approved Submission Date: \_\_\_\_\_

Signature: \_\_\_\_\_ : \_\_\_\_\_ Date: \_\_\_\_\_

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Assessment Policy
- Teaching and Learning Policy
- Student Progression and Exclusion Policy
- Whitehouse Code of Conduct