

SHORT EXTENSION REQUEST FORM



Use this form to request a short extension up to 7 days from your lecturer
For a longer extension, exams or if you have missed an assessment, you should submit an *Application for Special Consideration*

ELIGIBILITY FOR A SHORT EXTENSION

this form should be read in conjunction with the Assessment Policy which can be downloaded from the Canvas Policy Library

Each assessment task has a set due date. The due date is the date and time by which an assessment task must be submitted. The due date for each assessment task is set out in the subject outline and the assessment brief.

An assessment is considered late when it is submitted after midnight (local time) of the set due date.

You are expected to make a reasonable attempt in all assessment tasks and submit their assessment work by the due date. An assessment is considered late when it is submitted after midnight of the set due date (local time).

Where extenuating circumstances will prevent you from submitting your assessment work on time, you may request a short extension to the due date. Extenuating circumstances are generally short-term, unexpected and beyond your reasonable control. For example, but not limited to:

- Unexpected short-term physical or mental illness
- Primary carer responsibility for a family member with unexpected illness
- Unexpected personal hardship or trauma such as bereavement of a family member, an accident, crime or being a witness to these experiences; severe disruption to domestic arrangements, or the sudden loss of employment.
- An unexpected and unavoidable change to routine employment commitments
- An unexpected and unavoidable service commitment such as military service, jury service or emergency service

As a result, a short extension of between 1-7 calendar days may be granted at the discretion of the lecturer.

Ikon does not consider travel, balancing study workloads or personal events as extenuating circumstances. Extensions will not be granted if it is reasonable to consider the circumstances could have been avoided with reasonable diligence or effort.

Standard late penalties apply for late submission without an Approved Extension Date (or submission past the Approved Extension Date).

An extension request can only be made once per assessment.

APPLICATION PROCESS

To request a short extension, complete this form detailing the circumstances and their impact on your ability to submit your work on time. Your request will be strengthened by attaching documentary evidence of the circumstances. For example:

- Medical certificate from a medical practitioner
- Letter of support from a counsellor, psychologist, lawyer etc.
- Letter of support from employer
- Letter of service from the relevant government agency
- Death notice or death certificate
- Police report

A separate request form must be completed for each assessment task for which you are seeking an extension.

LODGING A REQUEST

a Short Extension Request Forms can be downloaded from the Student Hub in Canvas (and the Canvas Policy Library)



IMPORTANT: Download the form and save it to your computer hard drive before completing the form.

Before completing the document save the form to a location on your computer, for example Desktop or Documents. • Once you have saved the form to your computer, you are ready to complete the form. • Open the fillable form. • After you have completed the form, save a final version of the file to your computer. Do not complete the form online within your web browser; your data will NOT be saved. Save it to your computer first, and then fill it out.

For the latest versions of Adobe Reader needed to complete fillable PDF forms, visit <http://get.adobe.com/reader/>.

Extension requests should be made as early as possible but at least three calendar days prior to the assessment due date as specified in the subject outline.

Your completed *Short Extension Request Form* must be lodged via email to extensions@ikon.edu.au on or before 5:00pm three business days before the assessment due date.

Where an application is made outside three business days of the assessment due date unless exceptional circumstances such as hospitalisation made this otherwise impracticable. The request must include explanation for the delay in lodgement. Late applications will be assessed at the discretion of the lecturer.

Extension requests that are incomplete may not be accepted.

Any request for a short extension must be genuine and made with good intent. Submitting a false or misleading claims or documentation to gain an academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

ASSESSMENT & NOTIFICATION OF OUTCOME

Submitting an extension request does not guarantee your request will be granted.

Your lecturer will assess your request and exercise judgement in determining whether extenuating circumstances exist and justify a short extension to the assessment due date. It is decided on a case-by-case basis having considered the circumstances and evidence supplied.

You will be advised of the decision in writing via email within two calendar days of the application date.



IMPORTANT: The notification will be sent by email. It is your responsibility to check your email inbox. It is vital you are aware of the decision in the event a new due date was granted (or your request was denied).

Where an extension is granted, the lecturer will update the due date in Canvas.

An extension will not be granted where it is reasonable to consider the circumstances could have been prevented, avoided or the effects minimised with reasonable effort. Where an application is denied, the set due date will stand and standard late penalties will apply (see the *Assessment Policy* for more information about late submission penalties).

The application and decision will be saved to your student file.

SHORT EXTENSION REQUEST FORM

A. PERSONAL DETAILS

Given Name:

Family Name

Student ID

Mobile

Email

B. ASSESSMENT DETAILS

Course Title

Subject Name

Campus Location

Lecturer Name

Assessment Details
(as per the subject outline)

Assessment Title:

Set Due Date:

Requested Extension Due Date:

C. REQUEST DETAILS

Extension Request Statement

provide a detailed statement below outlining the reasons for your extension request

Reasons for the Request

select as appropriate

- Unexpected Injury or Illness
- Primary carer responsibilities
- Unavoidable change to routine employment commitment
- Hardship or trauma
- Unavoidable service commitment
- Other

Have you been granted an extension before?

Yes

No

Have you started? Is your work in progress?

Yes

No

D. STUDENT DECLARATION

In signing below, I acknowledge, confirm and accept:

I have read the *Assessment Policy* and understand the process for the application and assessment of short extension requests.

All information provided in this application is true and correct. I consent and give Ikon permission to contact medical practitioners or other relevant parties to verify the authenticity of my claims and to seek further information to make an informed decision about my request. I understand I may be asked to provide a copy of my assessment work completed to date.

Ikon reserves the right to vary or reverse any decision in relation to this application on the basis of incorrect or incomplete information. I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information.



Student Signature

Request Date

OFFICE USE ONLY

A. DECISION

Section A to be completed by the lecturer

Extension Granted Yes No

Extension Due Date

Date of Decision



Lecturer Signature

B. ACTIONS

Section B to be completed by the Education Team

Student Notified of Outcome

Canvas Updated

All Documentation Saved to Student File



Education Team Signature