

Extension of Assessment

Extension of assessment is granted, with no penalty on grade, in exceptional circumstances, and depending on the mode of study.

Reasons for extension may vary from health, personal or work reasons. Evidence is usually required such as a doctor's certificate.

Please note that in some courses – e.g. Diploma or higher – there may be limited ability to grant extensions due to date restrictions imposed externally to Federation Training's own procedure.

Refer to Assessment Policy & Procedure for details of Extension of Assessment.

Student's Name:	
ID Number:	
Unit / Module:	
Assessment Item:	
Reason for Request:	
Supporting Evidence Provided:	
Agreed Revised Due Date:	
Date Granted:	
Program Manager's Name:	
Program Manager's Signature:	
Student's Signature:	

This form must be attached to the assessment item, on top of the cover sheet, and handed in by the Agreed Revised Due Date stated above.