



Application for extension of time for in-semester assessment

Students should not assume that the extension will be approved.

(Please refer to [School policy](#) on School website)

This form is to be completed and signed by the student and must be approved by the Unit Coordinator before assessment due date or as soon as possible thereafter

UNIVERSITY OF TASMANIA

Student ID Number: _____ User Name: _____

Family Name: _____ Given Name: _____

Unit Code: _____ Unit Name: _____

Assignment Title/Number: _____

Assignment Due Date: _____

REQUEST FOR EXTENSION WITHOUT PENALTY

Requested Due Date: _____

Reason for Request: (**documentation should be attached**) _____

Student Signature: _____ Date: _____

UNIT COORDINATOR'S DECISION (please tick)

Extension Without Penalty. New Due Date: _____

Alternative Form of Assessment. Specify: _____

No Extension Without Penalty

Unit Coordinators Signature: _____ Date: _____

The student must attach this approved form to the front of the assignment or give it to their lecturer or hand it in at reception.

School Policy for Late Assessment

Students unable to submit an in-semester assessment task by the due date may apply to the Unit Coordinator of the unit for an extension of time to submit using the [Application for Extension of Time for In-Semester Assessment](#) form. Students should not assume that all extension applications will be granted.

Verbal applications for an extension will not be accepted, but in an emergency situation an initial application may be made via the phone or email as long as the Application Form and any necessary “documented proof” are supplied as soon as the student can return to campus.

If the Unit Coordinator is satisfied that the student has been prevented from completing the in-semester assessment task on time by circumstances similar to those under which a deferred examination could be granted, (ie. documented illness or an unforeseen or exceptional employment related issue that is supported by documentation from the employer, or other serious documented cause), then the Unit Coordinator will either:

- Give the student a new date for submission without penalty.
- OR
- Decide that the assessment of this portion of the work be done by alternative means.

If the Unit Coordinator is not satisfied that the student has been prevented from completing the in-semester assessment task on time then he/she will reject the application for extension without penalty.

Students who submit assignment work after the due date (without having obtained an extension by the method specified above) will have the work assessed subject to the following penalty:

- Up to 24 hours after the due date. The assignment will be marked in the usual way and the mark recorded will be 80% of the actual mark obtained.
- More than 24 hours and up to 7 days after the due date. The assignment will be marked in the usual way and the mark recorded will be 50% of the actual mark obtained
- Later than 7 day after the due date – the assignment will not be marked.

For some internal work it is not possible to accept late assignment submissions. The Unit Coordinator will ensure that it is stated on the description of the assessment task if late submissions will not be accepted. In this case, any work submitted late (without an approved extension) will receive zero marks no matter how late.