

Application Form for Extension of Written Assessment Item - HE

- This application form must be submitted to your lecturer (or online academic) **prior** to the due date **of the assessment item**. Under no circumstances will this form be accepted by the lecturer on or after the due date of the assessment item. It is the responsibility of the lecturer or online academic to forward to the relevant decision-maker as per the [Assessment Policy – Higher Education](#).
- The **maximum** length of extension for any written assessment item will be **two (2) weeks** from the due date. If, for any reason, the student is still unable to meet the extended due date, they must apply for further consideration under the [Special Consideration Policy - Higher Education](#).
- Please note – only those **stand-alone** assessment items **worth 15% or more** of the grade for a subject will be eligible for extension as per the [Assessment Policy – Higher Education](#).
- Any assessment handed in after the date for which an extension is granted will attract a penalty for late submission as per the [Assessment Policy – Higher Education](#).
- Complete a separate form for each assessment item.
- This form is completed in stages:
 - Part A, Sections 1-4 of this form must be completed first, by all students applying for Extension.
 - Part B, Section 5 is completed by the College.
 - Part C, Section 6 remains the student’s responsibility to complete.
- Supporting evidence in the form of a Statutory Declaration, together with medical certificate or other substantiating documentation, must accompany this application form. Any supporting evidence must provide detailed reasons as to why you are unable to meet the assessment requirements by the due date.
- Approval for Extension may be granted on the following grounds:
 - **Serious personal or emotional trauma (such as a death in the immediate family),**
 - **Serious student illness which would prevent attendance at the College,**
 - **Sporting or cultural commitments at State, national or international level.**
- **Important note:** the following **are not** considered grounds for Extension and applications for Extension under any of these circumstances will not be accepted:
 - Work commitments.
 - Holiday arrangements (including overseas travel and school holidays).
 - Social and leisure events or commitments including weddings.
 - Misreading the assessment timetable.
 - Forgetfulness.
- Any applications for deferral of examination must be made via the Resources and Links area of the Student Portal.

PART A - Student to complete Sections 1 - 5

1. PERSONAL DETAILS

Student Number		Date of Birth
Title	Given Name	Family Name
Address		
Suburb	State	Postcode
Phone Number		
Email		

2. ASSESSMENT DETAILS

Subject Code	Subject Name
Class Day	Time
Original Date of Assessment	Percentage Weighting of Assessment
Name of Assessment	
Name of Lecturer	

3. APPLICATION RATIONALE*

To be completed on the Statutory Declaration overleaf, **with** supporting evidence attached.

*Please note – this [Application Form for Extension of Written Assessment Item - HE](#) will not be accepted by the College without the signed Statutory Declaration and any other supporting evidence.

4. DECLARATION

I hereby declare that:

- The information provided on this form is correct and complete.
- The Policies and Procedures have been made available to me online and I have read, understood and accepted these as conditions of my enrolment including the [Assessment Policy – Higher Education](#).

Student Signature

Date

If under 18 years of age at time of application, signature of a parent or guardian is required.

Name of Parent/Guardian

Signature

Date

PART B - College to complete

5. OFFICE USE ONLY

Date Received

Date Processed

Approved

Denied

Extension Date

Reason

Lecturer Name

Lecturer Signature

PART C - Student to complete

6. FORM COMPLETION & ASSESSMENT SUBMISSION

This form, with approval completed, **must** be attached to your assignment when submitted.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I, ¹.....
.....
.....

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

².....
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I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

³.....

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴..... on ⁵..... of ⁶.....

Before me,

7 *Signature of person before whom the declaration is made (see over)*

⁷.....

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

⁸.....
.....

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practice in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution