

Extensions beyond a 2 week period will only be granted on receipt and consideration of this completed **Assessment Extension Request Form**. An extension will only be granted to support students who experience circumstances that are:

- serious
- short-term or immediate impact
- adverse, and
- unforeseen.

Circumstance must significantly affect your ability to complete an assessment task to the best of your potential. This Form must be completed and submitted to your trainer. Your request will be passed over to and considered by the Training Manager. A response will be provided within 3 working days.

Students who wish to appeal the decision of the Training Manager may lodge an appeal, using the **Complaints and Appeals Form**.

ASSESSMENT REQUEST						
Student Name		Qualification				
Student ID number		Trainer Name				
Title of Assessment:						
Due Date:						
Suggested Date of Assessment Submission:						
I am seeking an extension due to the following circumstances (attach further pages if required):						
Supporting Documents. I have attached the following:						
Medical Certificate		YES		NO		
Other: (specify)		YES		NO		
Student Signature:						
Date Request Submitted:						

Last Review: 01/2022



OFFICE USE ONLY		
Received (date):	Trainer	
Training Manager	Name: I have considered this request and: Approve	
Student Notified in writing (date):		

Last Review: 01/2022