

EX

Application for Extension of Time for Submission of an Assessment Task

WHEN TO USE THIS FORM

To be completed by ACU students who are unable to meet the submission deadline of an Assessment Task.

Do not use this form if you are a Research student - Contact the Graduate Research School. It is important that you read the instructions on the next page prior to completing this form.

Section A Personal Details

Student ID

Family Name _____ Contact number _____

Given Name(s) _____ Campus _____

Course _____

Section B Detail of Unit

Study Period	Unit Code	Unit Title	Lecturer in Charge

Section C Details of Assessment and Reason for the Extension Request

Number	Title of assessment task	Original Due Date	Requested Due Date

Reason for seeking extension

I have attached the required documentary evidence. Yes

ACU regularly checks supporting documents to verify their authenticity. Any submission of an altered or falsified supporting document will result in a finding of misconduct and a serious penalty.

Section D Student's Declaration

I confirm that I have read and understood the instructions on the next page of this form.

Student signature _____ Date _____

(Student signature not required if form is submitted from an ACU student email address)

Section E Authorisation – SCHOOL USE ONLY (To be completed by Lecturer in Charge)

Date Application Received: _____

Approved

Not Approved

Lecturer in Charge signature: _____ Date: _____

Date Student Notified: _____

How to complete the Application for Extension of Time for Submission of an Assessment Task

This extension form is in accordance with the requirements of [Section 9 of the Assessment Procedure](#).

A student may request an extension for health and non-health related matters.

Before submitting an EX form, you should review the following AskACU Knowledge Articles for information:

- [How do I apply to get an extension of time to submit my assignment?](#)
- [What documentary evidence do I need to provide to apply for an extension for submission of an assessment task?](#)
- [What type of medical certificate will be accepted at ACU?](#)

The completed form and documentary evidence must be submitted to the relevant Lecturer in Charge **at least 24 hours prior to the due date** of the assessment task.

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