



# Application for Extension (Result Withheld)

The information supplied on this form will remain confidential.

Student Name: .....

Lecturer: .....

Subject: .....

Class: .....

Assignment Title: .....

Due Date: ...../...../.....

I wish to apply for a 2 week extension EXTENSION DUE DATE: ...../...../.....

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## Reason for applying for an extension:

- Significant difficulties:**
- Serious injury, serious illness
  - Severe anxiety or depression
  - Loss or bereavement
  - Family/relationship breakdown
  - Hardship/trauma – such as severe disruption to domestic arrangements

Students will normally be granted an extension if they have experienced significant difficulties

Please attach medical certificate or other evidence to support your request for an extension.

**Minor difficulties:**  .....

Students will only be granted an extension for minor difficulties if the Academic Administration Manager agrees there are adequate reasons to support the request.

I have read the School's policy on Results Withheld (overleaf) and accept those conditions for an extension.

Student's signature: ..... Date: ...../...../.....

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## **Academic Administrator to complete**

- I have granted an extension of time for the above assignment, which must now be submitted to the lecturer or School administration office on or before: ...../...../.....
- I have not granted an extension of time.

## **SIGNED:**

Academic Administrator: ..... Date: ...../...../.....

Lecturer: ..... Date: ...../...../.....

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Assignment received on: ...../...../..... Received by: .....

## Application for Extension conditions

The following is an extract from the Adelaide Central School of Art Course Unit Assessment Policy

Students applying for an extension of time for the submission of work for assessment must read this and agree to the terms of the extension.

### Result Withheld (extension)

#### Introduction

In the case where a student has been unable to complete the required work for assessment by the assessment deadline, a two week extension of time may be sought. In this case a Result Withheld (RW) will be noted on the Class Assessment Sheet. An extension will not exceed two weeks unless there are exceptional medical or compassionate circumstances. Application for an extension should be made on the prescribed form which is available from Administration and on the School's website.

#### Procedures for Result Withheld (extension)

- the student completes an Application For Extension form, recording the assignment details, the original due date for the assignment and the 2 week extension due date;
- the student lodges the Application For Extension form with their lecturer with the Academic Administrator along with supporting evidence for the extension (eg. letter from doctor);
- the Academic Administrator determines if an extension is to be granted based on the evidence provided;
- if the extension is approved, the Academic Administrator signs the form to confirm the extension due date; if the evidence is not sufficient to grant an extension, the student is notified immediately;
- the Academic Administrator notifies the lecturer that the student has been approved for an extension and the lecturer signs the form;
- the RW (Result Withheld) notation and extension due date is recorded on the Class Assessment Sheet; and
- the lecturer must advise the Academic Administrator of the final assessment mark as soon as it has been determined.

#### Conditions for Result Withheld (extension)

- a student given a Result Withheld notation can re-enrol for the subsequent semester, pending the outcome of the final assessment;
- only one Result Withheld (extension) can be granted for each subject in any one semester, unless there exist exceptional medical or compassionate circumstances;
- if work is not completed by the extended deadline but handed in after the extension due date, the work will be graded according to the sliding scale below; and
- work will not be accepted after 2 weeks past the extension due date and a Fail will be registered unless there are exceptional circumstances, in which case a supplementary assessment may be offered.

#### Sliding Scale for Marking Late Assessment Work

For each day that passes after the due date (or extension due date), the final mark will be adjusted down by 3% per day.

E.g.

1 day AFTER the agreed due date (or the agreed extension due date), assessment work is marked out of 97%

3 days late – 91%

5 days late – 85%

#### Conditions for Late Submission of Assessment Work (without an extension)

- if assessment work is handed in after the due date without an extension being approved, the work will be graded according to the sliding scale above;
- work will not be accepted after 2 weeks past the due date and a Fail will be registered unless there are exceptional circumstances.

