



# Application for Result Withheld (Extension)

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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## **Your reason for applying for an extension:**

**Significant difficulties:** Students will normally be granted an extension if they have experienced significant difficulties. Please attach a medical certificate or other evidence to support your request for an extension.

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

**OR**

**Minor difficulties:**

**Please explain:** .....

Students will only be granted an extension for minor difficulties if the Academic Administration Manager and the lecturer both agree that there are adequate reasons to support your 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 Result Withheld (Extension) Conditions

The following is an extract from the Adelaide Central School of Art 2019 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)

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.

### 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 policy outlined in 12: Penalties for Late Submission of Assessment Work; 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.

### 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 the AAM along with supporting evidence for the extension (egg. letter from doctor) PRIOR to the due date for the assignment;
- the AAM determines if an extension is to be granted based on the evidence provided;
- if the extension is approved, the AAM 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 AAM notifies the lecturer that the student has been approved for an extension and the lecturer signs the form;
- the AAM enters the extension details in the electronic Extensions spreadsheet
- the completed Application for Extension form is filed in the Class Assessment Sheet; and
- the lecturer must advise the AAM of the final assessment mark as soon as it has been determined.

### Penalties for Late Submission of Assessment Work

All assessment tasks are scored out of 100 marks. In the event that an assessment task is submitted after the due date without an extension, 3 marks out of 100 will be deducted for every working day that the assessment task is late.

A maximum of 30 marks can be deducted. Work will not be accepted more than two weeks past the due date without an extension and a Fail will be registered, unless there are exceptional circumstances. In cases where an extension has been granted, the same penalties apply to work submitted after the extension due date.

