



tabor tasmania

Assessment Extension Request FORM

TCT D7 11/2007

*This form is for requesting an extension on
an assessment task - maximum 2 weeks
Marking penalties apply for overdue work*

Student No. _____

Student name: _____

Module: _____

Lecturer: _____

Assessment task: # _____ Topic _____

Extension-time
requested: _____ (No. of days)

Revised due-date: ____ / ____ / ____

Reasons for
this request:

Signature of
the student: _____

Date: ____ / ____ / ____

Students – steps you should take:

- 1 This form must be submitted to the lecturer BEFORE the assessment task is due.
- 2 If the lecturer approves the extension, attach this form (when it is returned to you) to your assessment work.
- 3 Submit this form and your assessment work in the administration box in the library.

Lecturers use only

Approved: YES / NO

Signature of lecturer: _____ Date: ____ / ____ / ____

Please return this form to the student as soon as possible.