

## Assessment Extension/Special Consideration Form

### Section 1: Instructions

1. Use this form to apply for an extension or special consideration for assessments a minimum of **five (5) calendar days** before the assessment deadline. If you are applying after the due date you must apply for special consideration.
2. An Assessment Extension / Special Consideration Form must be **fully completed** and **include supporting documentation**. Any incomplete/ incorrect forms may be returned for completion and will cause delays in processing.
3. The completed form for an extension with supporting documents **must be submitted via email to [support@uhe.edu.au](mailto:support@uhe.edu.au)** a **minimum of five (5) business days prior to the assessment submission/due date**.
4. Special consideration must be submitted within **5 business days after the assessment submission/due date**.
5. Students are advised to **include all relevant documentation to support your application**, including, but not limited to; Medical Certificate, Death Certificate/Notice, Police Reports, Statutory Declaration, Official Documentation from Emergency Services, Letters from counsellors or medical specialists, Photographs.
6. Screenshots of error messages with time stamps and time stamped Photos of failed devices are **ONLY APPLICABLE FOR ASSESSMENT EXTENSIONS**.
7. **It is the responsibility of the student to supply ALL available evidence and documents to support their application for extension or special consideration at the time of lodging this form.**

Please note:

UHE Student Services will bring the completed form to the attention of the Program Coordinator on the day the form is received. A Student Services Officer will notify students of the outcome of the request within three (3) business days of receiving the application. If rejected, the grounds for rejection will be communicated to the student, along with information about student's right to access the appeal process as outlined in UHE's Complaints and Appeals Policy and Procedure. Assessment deadlines remain as published when extension requests have not been approved.

### Section 2: Student Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Student Email: \_\_\_\_\_ Student Mobile: \_\_\_\_\_  
Enrolled Program: \_\_\_\_\_

### Section 3: What extension are you applying for?

Students are required to provide further information and evidence in Sections 4 & 5 of this form

#### Section 3A: Application details

You are applying for:

- Extension  Special Consideration

Assessment Type

- Online Submission Assessment  In-Class Assessment  Final Examination

(e.g. Presentation, In-class test)

#### Section 3B: Assessment details

Subject code: \_\_\_\_\_ Subject Title \_\_\_\_\_

Lecturer/Tutor: \_\_\_\_\_

Assessment Type as defined in subject outline: \_\_\_\_\_

Original Due Date: \_\_\_\_\_ Requested Due Date: \_\_\_\_\_

**Section 4: Please provide detailed reasons for requesting an extension\***

\*Attach a separate sheet if necessary

**Section 5: Please tick your provided documents – You MUST attach them to this application**

<input type="checkbox"/> Medical Certificate/Death Certificate	<input type="checkbox"/> Emergency Services Documentation	<input type="checkbox"/> Letters from Counsellors or Medical Specialists
<input type="checkbox"/> Police Report	<input type="checkbox"/> Statutory Declaration	<input type="checkbox"/> Photographs or Screenshots
<input type="checkbox"/> Other (please specify):		

I acknowledge that UHE reserves the right to confirm the information provided and may vary or reverse any decision regarding this application if it is found to be made on the basis of incorrect or incomplete information

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This form aligns with UHE’s Student Assessment Policy and Procedure. This policy is available on our website [www.uhe.edu.au](http://www.uhe.edu.au) .

**Section 5: Office Use ONLY**

To be completed by Program Coordinator	
Application outcome:	<input type="checkbox"/> Approved <span style="margin-left: 200px;"><input type="checkbox"/> Denied</span>
Outcome comments:	
New Due Date: _____	Date of approval _____
PC name: _____	Signature: _____