

APPLICATION FORM

ASSESSMENT TASK EXTENSION or EXAMINATION DEFERRAL

Due to

MEDICAL or COMPASSIONATE AND COMPELLING CIRCUMSTANCES

INSTRUCTIONS

- 1. SECTIONS 1 and 2** of this form are to be completed by you if medical or compassionate circumstances prevent you from demonstrating your true level of ability in a set assessment task, for example an essay, assignment, in-term test/exam, or in a final/end of term examination.
- 2. RETURN** this completed form and all supporting documents to:
 - a. Assessment Task Extension** – Course Lecturer
Deadline: before the due date for the assignment
 - b. Deferred Examinations** – Student Services
Deadline: No later than two working days after the last day of the primary examination period
- 3. A \$50.00 application fee must be paid for each examination deferral request**

SECTION 1. STUDENT AND EXAMINATION/ASSESSMENT TASK DETAILS – please print
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Family Name Given Name(s)

Student ID Student Email

Mobile/Daytime Phone Name of Program

Course Code	Name of Course	Assessment Task or Exam + Assessment Weighting %	Due date of Task/ Scheduled date of Exam

I am applying for:

- Deferred Examination(s)
- Assessment Task Extension(s)

Due to:

- Medical circumstances
- Compassionate circumstances

I have attached appropriate evidence (see section 3 for examples):

- Medical certificate
- Other

Summary of my circumstances:

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.....

SECTION 2. STUDENT DECLARATION

I declare that to the best of my knowledge the information and supporting documents provided in this application are correct, complete and authentic.

I authorise Eynesbury College to obtain further information with respect to my application, and authorise the professional providing supporting information to release any relevant additional information necessary to assist or clarify my application.

I acknowledge that incomplete information may result in my application being returned or rejected, and that submitting deliberately false or misleading information may result in the application being rejected or my enrolment being cancelled.

Student's signature **Date**

SECTION 3. EXAMPLES AND EXCEPTIONS

1. EXAMPLES OF INELIGIBLE MEDICAL CONDITIONS

Colds and minor respiratory infections are **not** usually considered sufficient grounds for being unfit to complete an assessment task on time, or to sit an examination.

2. EXAMPLES OF COMPASSIONATE CIRCUMSTANCES and EVIDENCE REQUIRED

Compassionate Circumstance	Evidence required
Death of family member, partner or close friend	Death certificate, funeral director's statement or published death/funeral notice
Being a victim of crime, especially involving violence or threat to physical safety	Police report plus declaration from relevant independent professional
Major life threatening illness for a family member, partner or close friend	Medical/hospital letter
Dependant of the student has unexpected serious illness requiring student to provide care	Declaration/letter from health care facility or an independent registered medical practitioner
Substantial and unanticipated financial difficulties outside students control (e.g. person or supporting family bankruptcy, sudden loss of job)	Appropriate financial documents, such as bankruptcy or job termination notice
The breakup of significant personal relationship close to assessment due date	Declaration from relevant independent professional
Severe disruption to student's domestic arrangements	Declaration from relevant independent professional
Abusive living environment	Declaration from relevant independent professional
Natural disaster involving place of residence or work	Evidence appropriate to situation: e.g. photographic evidence of place of residence or work linked to media coverage of disaster

EXCEPTION FOR EXTENSIONS

For extensions for in-semester assessment tasks worth 20% or less of the total assessment for the course, the Course Coordinator may waive or reduce the requirement for evidence of medical or compassionate circumstances.

This is entirely at the discretion of the Course Coordinator. *This exception does NOT apply to final exams.*

SECTION 4. NOTIFICATION of OUTCOME

- You will be notified in writing of your application outcome, usually through your student email account.
- If you are granted a Deferred Examination, and you sat the primary exam, the mark for your primary exam will be cancelled and replaced by the Deferred Examination mark, regardless of whether it is higher or lower than the original or results in an overall Fail grade for the course.
- Your attendance at a Deferred Examination constitutes acceptance that the mark for the Deferred Examination will replace the mark for the primary exam.
- Eynesbury College's Mark and Grading Schemes will apply in full to any Assessment Task Extension or Deferred Examination granted for medical or compassionate circumstances.
- You will receive a single, final result for your course, and no indication of a modified assessment arrangement will appear on your *official* academic transcript – only on your *unofficial* transcript.

SECTION 5. PRIVACY STATEMENT

The information provided on this application form will only be used for purposes consistent with the *Assessment and Moderation Policy* and will not be disclosed to any other person or agency, except as provided for in Navitas' Privacy Policy.

SECTION 6. APPLICATION RECEIPT

Application Received on:

Fee Payable per examination deferral request: \$50.00 Date Paid:

Supporting documentation received: **Yes** **No**

SECTION 7. APPROVAL/REJECTION

I have considered this application and it is:

APPROVED

CONDITIONALLY APPROVED

Further documents/information requested:

 Date requested Date received

REJECTED

Application was submitted late; i.e. after the scheduled assignment due date or more than two working days after the last day of the primary examination period, or more than three business days after circumstances arose, AND documentation does not justify lateness of application

Documentation provided does not adequately demonstrate that circumstances have seriously affected student's ability to demonstrate their true level of competence in assessment task

Circumstances do not make student eligible for Extension or Deferred Examination in accordance with the relevant *Assessment and Moderation Policy*

Decision Maker's

Name/Position:

Date: **Signature:**

SECTION 8. APPROVED MODIFIED ASSESSMENT ARRANGEMENTS

ASSESSMENT TASK EXTENSION: Course Coordinator/Designated Officer to complete

New due time/date is: Am/pm on:

OR

Other modified arrangement is as follows:

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Conditions (if applicable):

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SECTION 9. NOTIFICATION TO STUDENT AND OUTCOME RECORDS

Student advised by email/letter of approval/rejection of application, and if approved, referred to or provided with relevant details/conditions on:

(Date) by

(Name/Position)