



## Assessment Extension Application Procedure

Students may request an **Assessment Extension** if they are unable to complete an assessment task (other than an exam) by the due date because of exceptional circumstances beyond their control. Exceptional circumstances that may warrant approval for an **Assessment Extension** include but are not limited to:

- a. Medical reasons (student injury, illness or medical condition) of such significance that completion of the assessment task was not possible;
- b. Family/personal reasons (family injury or illness, bereavement) of such significance that completion of the assessment task was not possible;
- c. Employment related reasons: where a student's employment status or employment arrangements change unexpectedly due to circumstances beyond their control of such significance that completion of the task was not possible.

(Source: [https://policies.anu.edu.au/ppl/document/ANUP\\_004604](https://policies.anu.edu.au/ppl/document/ANUP_004604))

### How to apply

Applications are completed using the [CBE Assessment Extension Request Form](#) (updated 28th February 2023).

The completed extension request form needs to be submitted **before the assessment deadline**.

Applications should be accompanied by independent supporting documentation.

### Supporting Documentation

Supporting documentation from any relevant independent person (or authority) must be scanned and included with the application, for example:

- documents/certificates from health professionals (a medical certificate is only valid if it attests to your illness at the time claimed)
- Education Access Plan from ANU Accessibility (formerly Access & Inclusion)
- letters of support from an ANU Disability Adviser
- letters of support from an ANU staff member
- a police report
- a death certificate.

Requests for extensions will not be considered if the application does not include copies of all relevant supporting documentation. Documentation lodged elsewhere on campus for other purposes will not be considered as part of an application for an extension.

We do not require certified copies of documents to be provided during the initial application process. However, the University reserves the right to require applicants to provide original documentation subsequently. Any document submitted may be audited and is subject to verification from the issuing body.

Documentation must be in English. Where the original documentation is not in English, [an official translation must be provided](#). Students should attach copies of the original documentation and the English translation of these documents.

The granting of a request for an extension is not guaranteed and is at the discretion of the Course Convenor.