

CATHOLIC INSTITUTE OF SYDNEY

APPLICATION FOR EXTENSION OF TIME FOR ASSESSMENT TASK

Name of Student: _____ Student Number: _____

Unit Title: _____ Unit Code: _____

Assessment Task: _____

Requested Extension Date for Task: _____ Due Date of Task: _____

Reasons for the Request of the Extension: _____

Student's signature _____ Date signed: _____

EXTENSION APPROVED

_____ Lecturer's Signature	_____ Academic Dean Signature	_____ Extension Granted Until
_____ Date of Approval by Lecturer	_____ Date of Approval by Academic Dean	_____ Received by Registrar

*Student to collect and complete this form with Lecturer.
The signed form is then placed in registry chute before the original due date.*

THE CIS POLICY ON EXTENSIONS

Extension Policy

Students must submit all assignments by the due dates set by the teacher and published in the Course Unit Booklets.

Late Penalty

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the teacher.

Example:

Student submits an assignment worth 50 marks 4 days late.

Total mark available=50

Penalty: 4 days late = 5% of 50x4 = 10 mark penalty

The student's original mark is 40.

Final mark =40-10=30

Grounds for Extension

An extension of an assignment's due date may be granted on the following grounds –

- Medical illness (certified by Medical Certificate)
- Extreme hardship
- Compassionate grounds

In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an "Application for Extension" including supporting documentation for authorising and signing by the Lecturer and Academic Registrar prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, setting out the extreme circumstances. The Assessment Review Committee of the CIS Academic Board will consider such an unusual extension and notify the student of the outcome in writing.