

Instructions for Extension Requests, Deferred Exams and Equity Matters

Extension Requests

As a student, it is your responsibility to be aware of when your assessments are due and to manage your study load so that your assessments are submitted on time.

If, in extenuating circumstances, you require an extension to the assessment submission date, you must apply using the [Extension Request Form](#). The following must be noted in regards to the extension process:

1. Requests submitted more than 1 week before or 24 hours after the assessment due date will not be considered unless there are extenuating circumstances.
2. A request for an extension does not guarantee it will be granted.
3. The request must be justified on the basis of circumstances that are reasonably likely to have prevented you from completing the assessment by the set due date and time.
4. Events that can be planned for will not normally be considered as a justifiable reason for an extension request. This includes, but is not limited to other assessment task deadlines, work commitments or travel.
5. Verifiable, supporting documentation such as a medical certificate, a Professional Practitioner Certificate, or another form of evidence must be included with the extension request. Where obtaining evidence for some specific matter is impossible, a statutory declaration may be acceptable. The appropriate statutory declaration form and information about using a statutory declaration can be obtained from:
<https://www.jp.nsw.gov.au/Pages/justices-of-the-peace/nsw-statutory-declaration.aspx>. Requests submitted without supporting documentation will not be considered unless there are extenuating circumstances.
 - a. If your medical certificate does not supply sufficient information, you may be requested to supply a [Professional Practitioner Certificate](#) with your request
 - b. Click here to access the [Statutory Declaration Form](#)

If your extension request is denied and you feel you have cause for your request to be reconsidered, please submit an [Appeals Form](#)

Related Policy: [Assessment Policy for Higher Education Coursework Units](#)

Need help?

If you would like to discuss your eligibility for an extension or need assistance supplying supporting documents, please contact the Faculty Office as follows:

Discipline	Email
Nursing students	Lynda.wallace@avondale.edu.au
All students (excluding Nursing)	Louise.cooper@avondale.edu.au

Deferred Examinations

If you have unforeseen circumstances (e.g. illness, accident etc.) that prevent you from attending a scheduled examination, please use the Deferred Examination Form and submit it to [Student Administration Services](#) via email as soon as possible after the missed exam. Supporting documentation is to be included with your request. *(Please see points 3a and 3b in the extension requests section above regarding information and forms for supporting documentation.)*

- To request a deferred examination, please use the [Deferred Examination Form](#)

Related Policy: [Assessment Policy for Higher Education Coursework Units Examination & Tests Policy](#)

Equity Matters

If you require special assistance with examinations or in-class tests due to an on-going disability or medical condition, please contact the Equity Officer within the first few weeks of each semester.

Equity Officer

Phone	Email
02 4980 2293	equity@avondale.edu.au

Counsellors

Phone	Email
0403 478 994	counselling@avondale.edu.au