

## Request for Extension or Reassessment Form

<b>Relevant Standards</b> SRTO 2015: 1.7, 1.8, 1.9, 1.10, 1.11 The National Code 2018: 2.1, 6.3	<b>Linked Documents</b> Assessment Policy Reassessment Policy Student Complaints and Appeals Policy and Procedure Quality Assurance Policy
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<b>Student ID</b>		
<b>Student Name</b>		
<b>Mobile Number</b>		
<b>Email Address</b>		
<b>Unit Code</b>	<b>Unit Name</b>	<b>Assessment Number/Name</b>
<b>Reason(s) for Extension or Reassessment Request</b>		
<b>Student (Signature)</b>		Date:

**ADMIN use only**

Process Flow: >> Student Admin\Trainer >> Course Coordinator >> Academic Manager >> Response to the Student

<b>Extension/Reassessment Request</b>	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted	
<b>If extension, specify</b>	Revised Submission Date:	
<b>If reassessment, agreed solution</b>	Eligibility	<input type="checkbox"/> To resit the unit
		<input type="checkbox"/> To be reassessed
<b>Applicable Fee as per the Policy</b>	\$ _____ per unit	
	\$ _____ Total re-assessment Fee	
<b>Approval: Trainer\Coordinator</b>		Date:
<b>Approval: Academic Manager</b>		Date: