



Assessment Extension Request Form

Student Details			
Student Name:		Student ID:	
Address:			
Contact No.:		Email:	
Course Details			
Course Name:			
Unit Code and Title:			
Assessment Title:			
Name of Trainer/Assessor:			
Reason for Assessment Extension			
Provide detailed reason on why you seek extension to assessments:			
Documents attachment and student declaration			
I hereby declare that all the information and documents provided are true and genuine. Documents attached (please list all documents you attach to this request):			
Student's Signature: _____		Date: _____	
For Office Use Only			
Received by:	(Pollard English Officer's Signature)		Date:
Approved by the Academic Manager? Yes No			
Due Date:		Extended to:	
Was the student notified of the outcome by letter or e-mail? Yes No			
Have the documents been filed in the student's academic folder? Yes No			
Signature of Authorised Officer:			Date:
Comments:			