Assignment Deadline Extension Request Form

**Reference Procedure**: EXAM030 Application for extension of continuous assessment deadlines

Complete all sections of this form and submit it by email to your lecturer no later than four days before the assignment submission date.

# Request Details:\_

|  |  |
| --- | --- |
| Student ID number |  |
| Name |  |
| Contact details i.e. mobile number otherwise you will be contacted by college  email. |  |
| Course code and Year of study |  |
| Module title: |  |
| Module lecturer / tutor |  |
| Assignment due date: |  |
|  |  |
| Reason for request (attach evidence if applicable) |  |

By emailing this form, I confirm that all information provided is true and correct.

Student name (print) Date of application

# FOR LECTURER USE ONLY

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| --- |
| Extension approved(Y/N) Brief reason |
| Revised due date (if approved) |
| Date of decision & name of LECTURER |