**Extension Request Questions:**

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| **Questions** | **Proposed Solution** | **Comments** |
| 1. Who is the best person(s) within Schools to make decisions on extension requests | Course Lecturer/Course Coordinator | Do we need to specify what happens if either of these staff are not available? |
| 1. Should extension applications come through TKK administrators to track the number, reason for requests – or go directly to the Course lecturer/Coordinator | Online application directly to TKK - could slow down the application process  Extension applications go direct to course lecturer – faster response time? | Best process would be….?? |
| 1. Is the timing of submission (prior to 11.59pm on the day the assessment is due) too late? | All extension applications must be received at least 24 hours prior to the due date/time. |  |
| 1. Should students be asked to submit work completed to date with their extension application? | ?? |  |
| 1. What should be the consequences of submitting fraudulent evidence for an extension? | Cancellation of application?  Zero grade? |  |
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**SAC – Affected Performance Consideration Questions:**

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| **Topic** | **Proposed Solution** | **Comments** |
| What should be the consequences of submitting fraudulent evidence for Affected Performance Consideration (SAC)?? | Cancellation of application?  Zero grade? |  |
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