**General Information page**

**Extension Requests**

**I can’t meet the deadline for handing in my assignment**

*If you have been unwell or affected by recent critical personal circumstances and you need more time to complete an assignment, please talk to your course lecturer before the due date of the assignment.*

*If you are unable to do this, then fill in an Extension Request form and submit to* [*tkk@unitec.ac.nz*](mailto:tkk@unitec.ac.nz) *before 11.59pm on the day the assignment is due.*

*You may be asked to submit work completed towards the assignment before an extension will be given.*

*Extensions can only be for 1 to 5 days, and you will hear a result within 3 working days of submission of your request for an extension.*

*If your extension is approved, you will receive notice of your revised submission date. A submission of your assignment after your revised submission date will not be accepted.*

*If your extension is not approved, any attempt to submit your assignment after the due date for submission will not be accepted.*

*If your assignment is compulsory, then failing to submit anything could result in a DNC (Did Not Complete) grade for the entire course.*

Note: Late submission of an assignment without an approved extension will be penalised by a deduction of marks of 10% per day for every day past the due date (including weekends). [recommend this sentence is deleted]

**Affected Performance Consideration (SAC)**

**I missed my exam**

*If you have been unwell or have suffered recent critical personal circumstances which has resulted in you missing your exam, then please talk to your course lecturer first because you may qualify for Affected Performance Consideration.*

*Please see page 2 of the Affected Performance Consideration form for the critical personal circumstances that qualify for consideration and for the types of evidence you will need to submit to support your claim.*

*The Affected Performance Consideration form must be submitted to* [*tkk@unitec.ac.nz*](mailto:tkk@unitec.ac.nz) *within 5 working days of the exam date.*

*You can expect to hear back about your application within 3 working days of submission. At that time, you will be advised of alternative options.*

**I attended an exam but wasn’t able to complete it**

*If you went into an exam room but were unable to complete the exam because you were unwell or you were affected by other critical personal circumstances you should complete an Affected Performance Consideration form.*

*Please see page 2 of the Affected Performance Consideration form for the critical personal circumstances that qualify for consideration and for the types of evidence you will need to submit to support your claim.*

*The Affected Performance Consideration form must be submitted to* [*tkk@unitec.ac.nz*](mailto:tkk@unitec.ac.nz) *within 5 working days of the exam date.*

*You can expect to hear back about your application within 3 working days of the exam date. At that time, you will be advised of alternative options.*

**I know I can’t sit the exam at the time it is set**

*If it is highly unlikely that you will be unable to sit an exam because of ill health, or other critical personal circumstances that have arisen, then please talk to your course lecturer before the exam date.*

*If you are unwell or suffer other critical personal circumstance on the day of the exam, you should complete an Affected Performance Consideration form.*

*Please see page 2 of the Affected Performance Consideration form for the critical personal circumstances that qualify for consideration and for the types of evidence you will need to submit to support your claim.*

*The Affected Performance Consideration form must be submitted to* [*tkk@unitec.ac.nz*](mailto:tkk@unitec.ac.nz) *within 5 working days of the exam date.*

*You can expect to hear back about your application within 3 working days of the exam date. At that time, you will be advised of alternative options.*

**I wasn’t able to prepare properly for my exam**

*If you have been unwell or have suffered recent critical personal circumstances and have been unable to properly prepare for your exam, then please talk to your course lecturer before the exam.*

*If you are unable to do this, then fill in an Affected Performance Consideration form and submit to* [*tkk@unitec.ac.nz*](mailto:tkk@unitec.ac.nz)***before the exam takes place****.* Applications relating to being unable to properly prepare *for* an examination will not be considered after the examination date.

*Please see page 2 of the Affected Performance Consideration form for the critical personal circumstances that qualify for consideration and for the types of evidence you will need to submit to support your claim.*

*You can expect to hear back about your application within 3 working days of the exam date. At that time, you will be advised of alternative options.*

***General Advice***

* You must complete all fields on the Affected Performance Consideration form and return it along with a medical certificate or other relevant documentary evidence to [tkk@unitec.ac.nz](tkk@unitec.ac.nz%20)
* One application should cover all affected assessments
* Any evidence submitted to support a request may be verified by Unitec
* Failing to submit your assignment by the due date or sit an exam without an application for an Extension Request or Affected Performance Consideration form will result in a fail for that assessment.
* Submission of an application which cannot be verified may lead to the cancellation of the application
* All forms and evidence must be submitted via email to <tkk@unitec.ac.nz>
* If you are unable to submit these forms yourself, then someone else can submit on your behalf. However, forms must be completed and signed by you.

For all forms please see [Student Forms](https://www.unitec.ac.nz/current-students/study-support/student-forms) page on the Unitec website.

**Forms Page**

# **Extension Request Application**

If you would like to request extra time to complete an assessment please complete the Affected Performance Consideration from and email it to [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz) along with your supporting evidence.

You can apply for an extension if:

* you have been unwell
* you have been affected by recent critical personal circumstances and are unable to meet the deadline for handing in an assignment

[Extension Request Application Form »](https://www.unitec.ac.nz/sites/default/files/public/documents/Special%20Assessment%20Circumstances%20Form_V4_2016_03_10.pdf)

Affected Performance Consideration Application

If you were unable to complete an exam or recent assessment, or your preparation or performance was affected, please complete the Affected Performance Consideration from and email it to [tkk@unitec.ac.nz](mailto:tkk@unitec.ac.nz) along with your supporting documentation .

Submission of an application which cannot be verified may lead to the cancellation of the application and/or ???

[Affected Performance Consideration Application Form »](https://www.unitec.ac.nz/sites/default/files/public/documents/Special%20Assessment%20Circumstances%20Form_V4_2016_03_10.pdf)