



Application to Vary Assessment form

Coursework students are required to submit assessment tasks by the due dates and to attend tests and examinations at the set times. When unexpected or extenuating circumstances impact on your performance or ability to complete your assessment tasks by/on the specified date you may apply to vary your assessment.

Students cannot apply to vary assessment after completing and submitting an examination or assessment task. A student who has commenced an examination and had to leave before completion due to illness may apply for deferred examination using this form.

Before completing the form, please refer to the Assessment Policy (PLA5) and related Procedure (PRA5.1). You are encouraged to contact the Student Support Officer if you have any questions.

Unexpected or extenuating circumstances are those which are beyond the control of the student and/or for which there was no opportunity to prepare in advance. Such circumstances may include, but are not limited to:

- illness of the student or a close relative;
- unanticipated personal circumstances of a compelling nature; and
- unanticipated and significant work-related circumstances of a compelling nature.

Students with a known and/or ongoing disability, impairment or medical condition can request alternative arrangements on the Application for Reasonable Adjustments to Teaching or Assessment Methods form.

Please select the type of variation you are requesting and indicate the date on which you are making this request, complete the subject and assessment details, give your reasons and provide the necessary supporting documentary evidence. Please complete a separate form for each assessment task for which you are requesting a variation and submit your request to your Subject Coordinator.

1. STUDENT DETAILS

Family name		First name	
Student ID		Date of Birth	
AIHE email address		Contact phone number	

2. VARIATION TO ASSESSMENT BEING SOUGHT

This request is for:	and the request is being made:	
<input type="checkbox"/> A. Extension of time to submit assessment task	<input type="checkbox"/> more than 24 hours before the due date	<input type="checkbox"/> less than 24 hours before and up to five (5) days after the due date
<input type="checkbox"/> B. Alternative in-class assessment arrangement	<input type="checkbox"/> more than two (2) days before the assessment	<input type="checkbox"/> less than two (2) days before and up to two (2) days after the assessment
<input type="checkbox"/> C. Deferred examination	<input type="checkbox"/> more than two (2) days before the examination	<input type="checkbox"/> less than two (2) days before and up to two (2) days after the examination

3. SUBJECT & ASSESSMENT DETAILS

Subject Code	Subject Name	Subject Coordinator
Assessment Type (assignment/quiz/examination/etc)		Assessment Submission Date or Date of Examination or In-Class Assessment
If seeking an extension to submission date	I am requesting an extension until (date):	

4. DETAILS OF UNEXPECTED OR EXTENUATING CIRCUMSTANCES

I am applying to vary my assessment due to:

5. SUPPORTING DOCUMENTATION

I have attached the following documents to support my application:

6. DECLARATION

I authorise Adelaide Institute of Higher Education to process this application and to correspond with me as necessary. I verify that all forms of supporting documents provided are accurate, current, and unaltered imaged copies of the originals.

Student's Name:

Student's Signature:

Date:

Privacy Statement: The information on this form is collected for the primary purpose of processing your request. You have a right to access personal information that AIHE holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Student Support Officer.

OFFICE USE ONLY – include new submission date and reasons for decision in the Notes section

Date form received*:

Approved More information requested Rejected

Notes:

Student notified on:

Entered in Canvas:

* If form is received later than specified timeframe, Subject Coordinator will submit to Head of School