1. To be completed by the student:

family name: _______________ other name: _______________ id: ________

assessment item: □ laboratory → lab number: _____ week: _____
□ quiz → quiz number: _____ week: _____
□ project

Why will/did you not complete this assessment item at the normal time?
□ sick/medical → I have a medical certificate? □ yes □ no
□ other → details: ____________________________________________________________________________

2. To be completed by the campus convenor:

Approval for alternate sitting/extension? □ yes □ no

Plan for the completion of this item:
__________________________________________________________________________________________

3. To be completed by the tutor, then forwarded to the campus convenor:

tutor’s name: _______________ week: _____ marks: ______

Comments: ____________________________________________________________________________