

FACULTY OF EDUCATION
APPLICATION FOR EXTENSION OF TIME FOR SUBMISSION OF ASSESSMENT TASKS

(THIS FORM IS TO BE USED ONLY IF YOU FORESEE THAT A **SHORT EXTENSION** OF TIME IS REQUIRED FROM THE 'DUE DATE' TO SUBMIT YOUR ASSESSMENT WORK. REFER TO THE 'APPLICATION FOR SPECIAL CONSIDERATION' IF YOU FORESEE A LENGTHY EXTENSION OF TIME IS REQUIRED.)

IMPORTANT:

- Prepare the application form and collate any other relevant documentation
- Submit to your tutor/lecturer/subject coordinator for approval
- If a new submission date is granted, the lecturer will sign the form and nominate the 'New Due Date'
- Ensure the assessment work is attached to this form
- Attach to an Assignment Cover Sheet

STUDENT DETAILS:

(Student Number)	(Surname)	(Given Name)
(Private Telephone)	(Business Telephone)	(Mobile Telephone)
(UTS eMail Address)		

SUBJECT DETAILS:

(Course Name)		
(Subject Number)	(Subject Name)	
(Assignment Title/No.)		
(Due Date)	(New Date Requested)	(Name of Lecturer/Tutor/Subject Coordinator)
(Tutorial Group – if applicable)		(Tutorial Day and Time – if applicable)

REASON FOR REQUESTING AN EXTENSION OF TIME

(Student Signature)	(Date)
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N.B. : Students are advised to submit this application form **BEFORE** the Due Date (see Assessment Guidelines).

(Faculty use only)

APPLICATION FOR EXTENSION OF TIME:

EXTENSION GRANTED: YES NO

(Academic's Name)	(New Due Date)
(Academic's Name)	(Academic Signature)

FACULTY OF EDUCATION – ASSESSMENT GUIDELINES OVERVIEW

(Note: This document is an overview – for full assessment guidelines please access <http://www.gsu.uts.edu.au/policies/coursewkassess.html>)

IMPORTANT

Students are required to read the assessment guidelines before submission of assessment tasks. Assessment information of each subject will be specified in the subject outline such as submission date, assessment criteria, plagiarism and penalties for late submission.

SUBMISSION OF ASSESSMENT WORK

- Students are advised to keep a copy of any work submitted
- Assignments may not be submitted by facsimile or eMail, except by special arrangement with the lecturer
- Postgraduate e-Learning assignments sent by email are acceptable and an e-Assignment Cover sheet is available on the education web site for your convenience
- Assessment work is submitted with an Assignment Cover Sheet which can be obtained from the faculty web site <http://www.education.uts.edu.au/fstudents/forms>
- All work should include a title page, correct pagination and correct references

City Campus Students:

Lodgement of assessment work is specified in the subject outline or by the subject lecturer.

Kuring-gai Students:

On time submission – submit assessment work in class or place in the lecturer's assignment box.

Late submission – assessment work must be date stamped at the Teacher Education Office on Level 3. Penalties of 5% per day apply to all late submissions not covered by an extension.

EXTENSION OF TIME FOR SUBMISSION OF ASSESSMENT TASKS

Students are required to submit assessment tasks before the Due Date. Students may apply for an extension of time from the Due Date, only under extenuating circumstances. Two types of forms are available:

1. **'Application for Extension of Time for Submission of Assessment Tasks'** form – if you are experiencing **minor difficulty** in meeting an assignment deadline and a short extension of time is required.
2. **'Application for Special Consideration'** form - if you are experiencing **significant difficulty**, or anticipate that you will experience significant difficulty in meeting assessment requirements. Significant difficulties may include serious illness or psychological conditions; loss or bereavement; hardship or trauma; or a victim of crime.

All faculty forms are available for download at the following URL. <http://www.education.uts.edu.au/fstudents/forms.html>

RETURN OF MARKED STUDENT WORK

Students can normally expect that assessment work submitted on time will be available for collection, with written comment, within a period of four(4) weeks after the due date. Where assignments are unable to be returned to students in class, the subject lecturer will advise of arrangements for alternative collection. Assignments can be returned by mail when an appropriate size, stamped, self-addressed envelope is provided by the student.

Flexible Learning Students: Distance students should follow the guidelines in the study package of each subject.

N.B. Any unclaimed assignments will be destroyed after three(3) months.

ASSESSMENT RESULTS

Once results are made available by the university, you may view your results at the following URL, providing fees are up to date. <http://www.uts.edu.au/onestop/studentadmin>

If you have any concerns you may discuss the matter with the subject lecturer or refer to the Assessment Guidelines for further information

ASSESSMENT TASK SUPPORT

If you need support in preparing your assessment tasks, you may utilise the following services.

Study Skills Unit

The Study Skills Unit provides assistance, including academic writing, to Faculty of Education students.

Location: City Campus, Building 10, Level 5.462
Tel.: 02 9514 3707
eMail: skillsu@uts.edu.au

English Language Study Skills Assistance (ELSSA) Centre

The ELSSA Centre provides academic language and literacy support to all students undertaking a degree in English at UTS, including UTS staff.

Location: City Campus, Level 18 Room 22 Tower Building
Tel.: 9514 2327
Kuring-gai Campus: Room KG02.05.22
Tel.: 9514 5160
eMail: elssa@uts.edu.au
URL: <http://www.uts.elssa.com.au/>

NOTE:

If you require any clarification of this document or related information, please contact Student Services.

City Campus: 9514 3900

Kuring-gai Campus: 9514 5619

Flexible Learning Unit: 1800 221 375