

Assignment / Exam Extension Request

It is **compulsory** of students to submit this form if you are unable to meet the deadline OR sit for the exam on the date assigned.

Student should use this form to make a request for an extension. You should submit your request to the Course Programme Manager **within 3 days before** the deadline is reached. **Failure to do so will result in penalty as indicated in the table.**

Please complete the form clearly and **attach all supporting documents** ie. Medical Cert, Email correspondence, Leave/Proof of Absence, etc. Students need to obtain **both** the Programme Manager and Lecturer's approval to complete the form with a New Deadline agreed.

This form will be processed by the Course Administrator and you must keep the record slip and attach it together with your Exam OR Assignment.

PENALTY IMPOSED FOR LATE SUBMISSION

LATE	DEDUCTION FROM MODULE AGGREGATE SCORE
1-7 DAYS	LESS 10%
8-14 DAYS	LESS 20%
> 14 DAYS	FAIL Supplementary Fee \$150 (inclusive of prevailing GST) imposed on the module

THIS SECTION TO BE COMPLETED BY THE STUDENT

Name of Student: _____

Class Code: _____

Contact No.: _____ **NRIC :** _____

Email: _____

Name of Lecturer: _____

Programme/Course: _____

Name of Module: _____

Assignment / Exam Original Deadline: _____

Proposed Deadline for assignment: _____

Reason for request (where appropriate, please attach any supporting documentation).
Please note that all requests will be treated in confidence. If your request is of a particularly private or sensitive nature and you do not wish to record it here, please speak in confidence to your lecturer or to the Programme Manager. Alternatively, you may prefer to enclose a covering letter marked "Strictly Confidential".

TO BE COMPLETED BY THE PROGRAMME MANAGER AND LECTURER

Extension Granted? YES / NO

Duration Granted : WITHIN 7 DAYS AFTER ORIGINAL DEADLINE (/ /)

Comments _____



1) Name of Programme Manager _____

Signed (Programme Manager) _____

Date _____

2) Name of Lecturer _____

Signed (Lecturer) _____

Date _____