**REQUEST FOR EXTENSION OF DEADLINE OR RESCHEDULING OF ASSESSMENT SESSION (FORM)**

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| **This form is to be used for:**   1. **Extension of Assignment Submission Deadline [Take Home Assessments (THA) and similar]**   Students who are aware that they will not be able to meet the THA submission deadline due to genuine extenuating circumstances, are to formally request an extension by filling in and submitting this form. The form is to be submitted at least 3 days before the deadline. Proof of extenuating circumstances will be required. If approved and where possible, an extension of the deadline by no more than 3 weeks shall be allowed.   1. **Rescheduling of Assessment Session [Time Constrained Assignment (TCA); Class Based Assignment (CBA) and similar]**   Students who are absent on the date of a TCA/CBA or similar are to notify the Institute by 0900h on the date of the assessment. Students are then requested to submit this form together with any proof of extenuating circumstances on the first day of College attendance following the missed Assessment. If the request for consideration of extenuating circumstances is approved by the Institute Administration, the following **scenarios** can apply**:**  **Scenario 1:** **Student is absent from TCA, CBA, presentation, viva, interview or group session or any other form of assessment that includes date, time and context**: A new session is scheduled. If it is not possible to re-schedule the assessment at a later stage, the student would be allowed to take the missed TCA as a part-synoptic, meaning the part of the final synoptic that corresponds to the missed TCA. If the reason brought forward by the student is not considered to be adequately valid to justify the student’s absence from the TCA, the student shall be deemed to have failed the TCA and shall be awarded a mark of 0 for that TCA. (Note: Students are to refer to the respective College Regulations for further details).  **Scenario 2 (Specific to CSR unit and its community work requirement): Student is unable to complete the required community work hours:** If it is not possible to give student an extension, and after consulting with the Education & Training Programmes and Learning Support and CSR & Events departments, the student will be allowed to complete the community work hours during the synoptic period without any capping (Ref clause 2.2.3 DOC347 MCAST Community Social Responsibility Policy & Procedure) |

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| **SECTION 1 : GENERAL INFORMATION** | | | | | | | | |
| **Student Name and Surname:** | | | | | **ID Number:** | | **Year:** | |
| **Course Title:** | | | | | | | **Class Number:** | |
| **Unit Number:** | **Unit Title:** | | | | | | | |
| **Assessment Title:** | | **Assessment Type:** | | | | **Student**  **Signature:** | | |
| **Date of Assessment**  **Deadline or Delivery:** | | | **Period of dates when absent:** | **START:** | | | | **TO:** |

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| **SECTION 2: HEALTH / ILLNESS RELATED EXTENUATING CIRCUMSTANCE**  **Note:** Kindly attach to this Form the NI Certificate (blue Form) signed by the Medical Practitioner or evidence of a positive COVID-19 test. |
| **Briefly explain reason for your request**    **Kindly use reverse side of paper when filling by hand if necessary** |

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| **SECTION 3: OTHER EXTENUATING CIRCUMSTANCES** |
| **Kindly use reverse side of paper when filling by hand if necessary** |

***............................................................................ For Office Use.........................................................................***

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| **Institute Check and Approval** | | | | | | | |
| **Institute Administration** | | | | | | | |
| Date Form Received at Institute | |  | | | | | |
| NI Certificate (blue Form) has been submitted by the student to Administration YES NO | | | | | | |  |
| **Name & Surname** |  | | **Signature** |  | **Date** |  | |
| **Institute Management** | | | | | | | |
| Request for extenuating circumstances approved YES NO | | | | | | |  |
| **Name & Surname** |  | | **Signature** |  | **Date** |  | |
| **Comments** | | | | | | | |