



Assessment Extension Request Form

Special consideration for assessment extensions is specifically intended to support students who experience circumstances that are:

- serious
- short-term or immediate impact
- adverse, and
- unforeseen.

Circumstance must significantly affect your ability to complete an assessment task to the best of your potential. This form must be completed and submitted to training@lita.org.au **and** must also include documentation that substantiates the circumstances (eg. medical certificate).

Student's Name:

Qualification enrolled:

Location:

Title/Description of Assessment Task:

Date Due:

I wish to apply for an extension of time until (date):

Reason for extension (attach documents):

Student's Signature:

Date:

Your assessment extension request will be reviewed by LITA Training's General Manager, and you will receive notification of the outcome via email within the next 3 business days.

Office Use Only

- ☐ **Approved**
- ☐ **Not Approved**

General Manager:

Date:

- ☐ **The student was advised of the outcome of their request within 3 business days (copy of email attached).**

(Circle) YES NO Initial of General Manager:

- ☐ **The trainer/assessor was advised of the outcome of this request.**

(Circle) YES NO Initial of General Manager:

- ☐ **The Administration Officer was advised of the outcome of this request and changes on VETtrak were actioned (where required).**

(Circle) YES NO Initial of General Manager: