

STUDENT REQUEST ACADEMIC

Please print clearly in block letters using a ballpoint pen and complete all sections of this form.



Student name: _____ Student number: _____

Course (please tick) AUDIO FTV ENT MUSIC 3DAN GAMES

Group number (if applicable) _____

Phone number: _____ Email address: _____

REQUEST (Please tick your request and sign below)

- Assessment extension of time (see over for instructions). Please complete unit details and give reason below.
- Arrange an alternative examination date (see over for instructions). Please complete unit details and give reason below.
- Appeal assessment mark being _____ Please complete unit details and give reason below.
- Appeal decision concerning _____
- Special consideration (see over for instructions). Please complete unit details and give reason below.
- Other, being _____

UNIT NO:	UNIT NAME:
ORIGINAL DUE DATE OF ASSESSMENT:	ASSESSMENT NO:
REASON:	

- YES, I have discussed this matter with my Head of Department
- NO, I have not discussed this matter with my Head of Department
- Documentation/evidence attached
- YES, I have read the conditions and instructions overleaf

Student's Signature _____ Date / /

YOUR REQUEST MAY TAKE AT LEAST 2 WORKING DAYS TO PROCESS

OFFICE USE ONLY

APPROVED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date / /
Profile updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date / /
Advice emailed to student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date / /

Head of Department's Signature

Campus Manager's Signature

CONDITIONS GOVERNING REQUESTS

- Students must refer to assessment obligations and eligibility specified in the current JMC Student Handbook before completing Student (Admin) requests.
- Submitting this request form to Administration does not constitute automatic approval.
- Your request will be dealt with according to standard JMC procedures and judged on merit against eligibility, reasons and valid supporting evidence submitted with this form.
- Check that you have signed, dated and completed the form, attaching any pertinent evidence. Evidence supplied at a later date may not be considered.

INSTRUCTIONS

FOR ASSESSMENT EXTENSION OF TIME AND SPECIAL CONSIDERATION

1. Requests for Assessment Extension must be received by Administration at least three working days before the Assignment's original due date.
2. If approved, an email granting ONE WEEK standard extension will be issued authorising your request.
3. Your approval of extension email must be attached to your assessment coversheet.
4. Extensions of more than one week, or repeat extensions, will not be considered except in cases of special consideration.
5. Your request may take at least two working days to process.
6. The following documentation must accompany this request:
 - a. Written statement explaining your legitimate reason for this extension request;
 - b. Supporting documentation (e.g. medical certificate or other authorised evidence).

NOTE: For serious extenuating circumstances that may extend beyond the end of trimester, tick the Special consideration box and supply the information detailed above. Special consideration applications involving course progression may be referred to the Academic Board, which may take longer than two days to process, in this case you will be notified of the appropriate course of action.

FOR ALTERNATIVE EXAMINATION (ALSO REFERRED TO AS AN EXAM RE-SIT)

1. Eligibility to re-sit an exam is reserved for genuine cases of illness or misadventure and must be accompanied by valid/authorised supporting evidence.
2. Requests for an alternative examination date must be received by Administration three days prior to the scheduled exam.
3. If approved, an email will be sent to you, rescheduling the exam.
4. Due to reporting processes external to the Academy, the re-sit exam will be scheduled within the week following the original date of the exam.
5. A \$50 booking fee is payable prior to the re-sit and must be paid at administration on submission of this form.

NOTE: Approval of an exam re-sit is contingent upon Head of Department confirmation that the student's academic assessment record is otherwise satisfactory for that semester. Lack of exam preparation or requests for multiple exam re-sits will not be considered.
