



Guide to completing the WesternNow form when applying for an extension using your Academic Reasonable Adjustment Plan

If you are a student with disability, you are required to follow the University's policies and procedures when applying for an extension on an assessment task.

The [Guidelines-Request for Extension or Missed Compulsory Activity](#) apply to all students even if extensions are included as an adjustment in your Academic Reasonable Adjustment Plan (ARAP).

Use the [Apply for Extension or a Disruption to Studies provision form](#) to request an extension.

Follow the steps below to complete the form if your Academic Reasonable Adjustment Plan includes extensions as a reasonable adjustment.

Step 1

Complete the Requestor Details section of the form.

Step 2

Complete the Request Details

When asked "Application Type", Select Extension (event impact of 3 days or less)

Also tick - I declare I have read the above and am eligible for an extension request

Request Details

*** Application Type**

Extension (event impact of 3 days or less) ▼

*** Eligibility Confirmation** ⓘ

- I confirm that the impact of the event lasted 3 consecutive days or less
- I confirm that the circumstances were outside my control

☒ I declare I have read the above and am eligible for an extension request

Step 3

Complete the Subject Details section of the form

Step 4

Assessment Details

When asked "Assessment Type", Select relevant assessment type as per subject outline

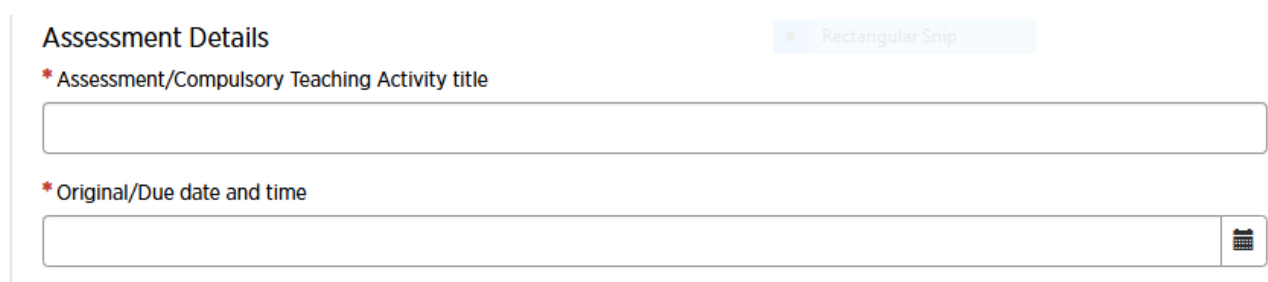


The screenshot shows the 'Assessment Details' section of a form. The 'Assessment type' field is highlighted with a red box, and its dropdown menu is open, displaying a list of assessment types: -- None --, Annotated Bibliography, Applied Project, Case Study, Critical Review, Debate, and Discourse Analysis. A red box also highlights the search icon in the dropdown menu.

Step 5

Assessment Details

Outline the title of your assessment, due date



The screenshot shows the 'Assessment Details' section of a form. The 'Assessment/Compulsory Teaching Activity title' field is highlighted with a red box. The 'Original/Due date and time' field is also highlighted with a red box, and a calendar icon is visible next to it. A blue 'Rectangular Snip' watermark is present in the top right corner.

Step 6

When asked if this is a group assessment, answer no. ARAPs can only be used for individual assessment tasks



The screenshot shows the 'Is this a group assessment?' field. The 'No' option is selected, and the field is highlighted with a red box.

Step 7

Event Details

When asked "Basis of request"

Select I have an ARAP that includes extensions as an adjustment

Event details

*Basis of Request

I have an ARAP that includes extensions as an adjustment

Step 8

When asked to provide a Brief explanation of impact, type "I have an ARAP that includes extensions as an adjustment."

*Brief explanation of impact

Please explain in your own words the impact to your ability to complete the task or activity. A sentence or two is fine.

Step 9


Upload your ARAP

*Upload your ARAP file below



Step 10

Select submit

 Add to Wish List

Submit