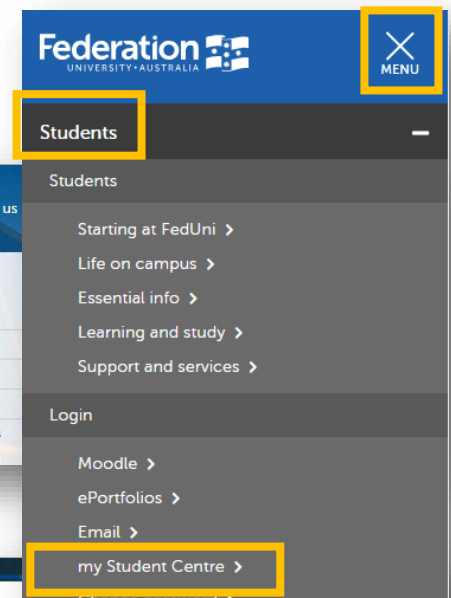
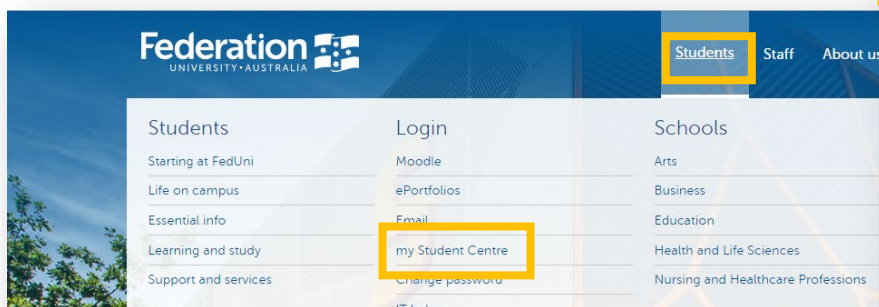


# Discretionary Extension

Complete the steps below to request apply for Discretionary Extension in my Student Centre.

To begin, go to the FedUni Homepage [www.federation.edu.au](http://www.federation.edu.au) hover on **Students**, then click on **my Student Centre**.

On a mobile device click on the **menu**, **Students** then **my Student Centre**.

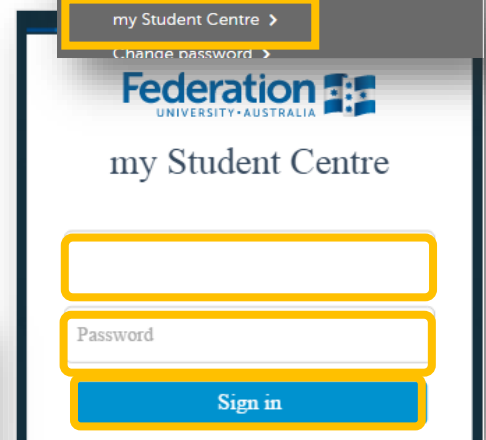
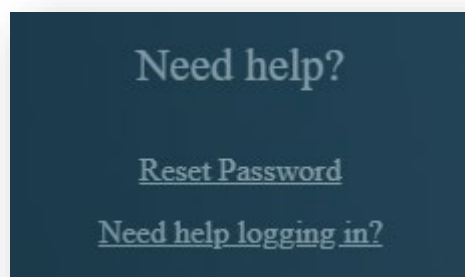


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

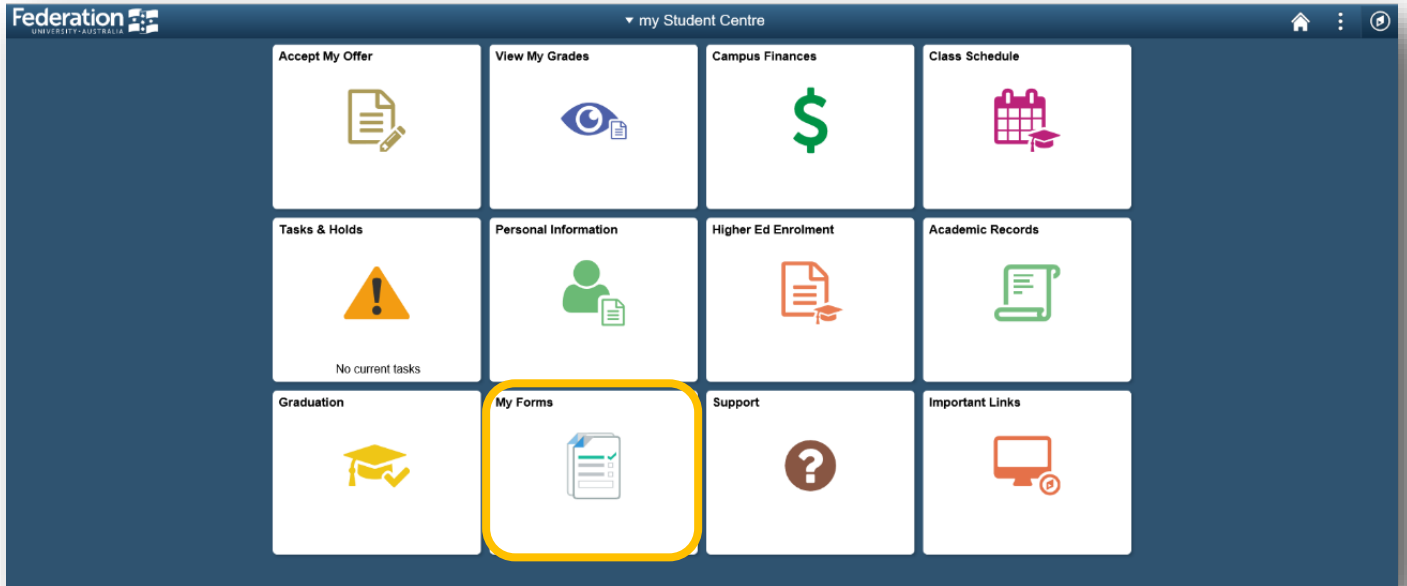
If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.



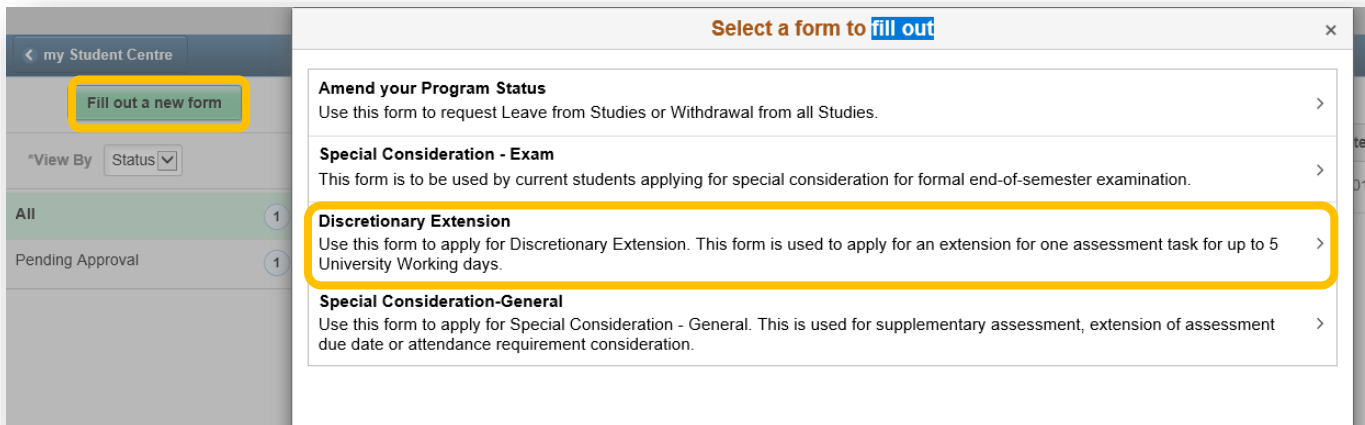
## Help

If you are having issues with requesting Special Consideration or need assistance contact Student HQ on 1800 FED UNI (1800 333 864) or log an enquiry through the Federation Request and Enquiry Dashboard (FRED) at <https://fred.federation.edu.au/>

From your homepage click on the **My Forms** tile.

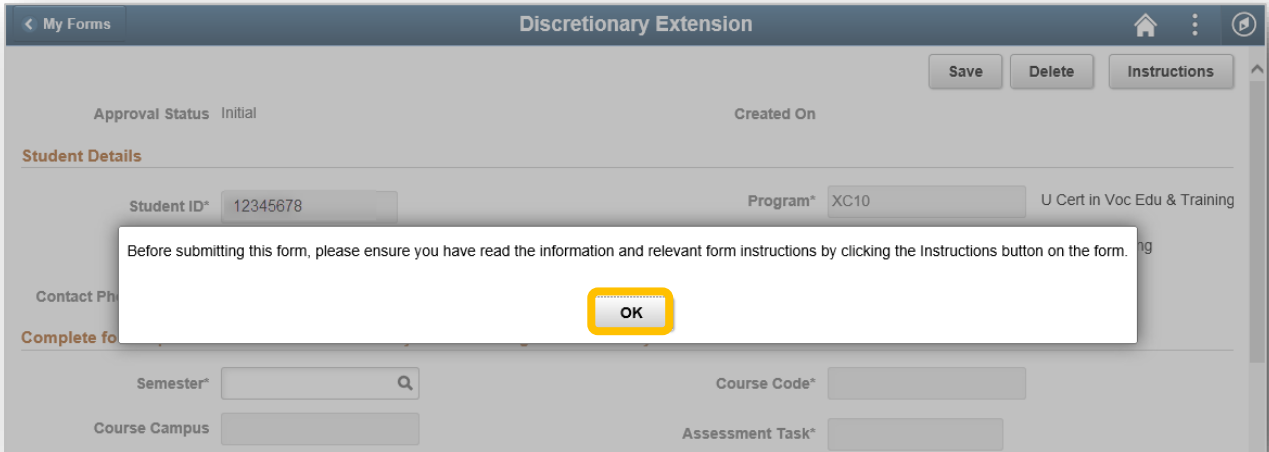


Click on the **Fill out a new form** button and select **Discretionary Extension**

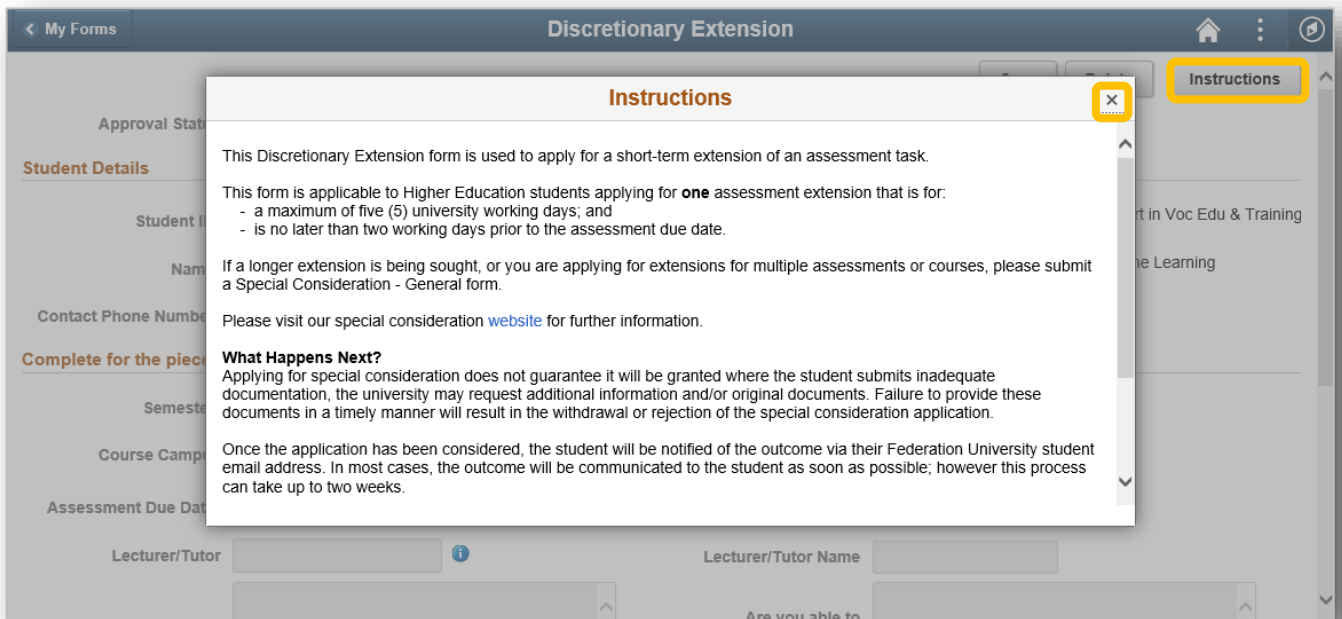


You will then be presented with a message to ensure you read the **Instructions** on the form before submitting. Press the **OK** button.

Click on the **Instructions** button to read the form instructions. Once you have read the instructions, click on the **X** button.



The screenshot shows the 'Discretionary Extension' form in a web browser. At the top, there are buttons for 'Save', 'Delete', and 'Instructions'. Below these, there are fields for 'Student ID\*' (12345678), 'Program\*' (XC10), and 'U Cert in Voc Edu & Training'. A white pop-up box with a yellow border contains the text: 'Before submitting this form, please ensure you have read the information and relevant form instructions by clicking the Instructions button on the form.' In the center of this box is a yellow 'OK' button.



The screenshot shows the 'Discretionary Extension' form with the 'Instructions' dialog box open. The dialog box has a title bar with 'Instructions' and a close button (X) highlighted in a yellow box. The text inside the dialog box reads: 'This Discretionary Extension form is used to apply for a short-term extension of an assessment task. This form is applicable to Higher Education students applying for **one** assessment extension that is for: - a maximum of five (5) university working days; and - is no later than two working days prior to the assessment due date. If a longer extension is being sought, or you are applying for extensions for multiple assessments or courses, please submit a Special Consideration - General form. Please visit our special consideration [website](#) for further information. **What Happens Next?** Applying for special consideration does not guarantee it will be granted where the student submits inadequate documentation, the university may request additional information and/or original documents. Failure to provide these documents in a timely manner will result in the withdrawal or rejection of the special consideration application. Once the application has been considered, the student will be notified of the outcome via their Federation University student email address. In most cases, the outcome will be communicated to the student as soon as possible; however this process can take up to two weeks.'

Complete all editable fields on the form and press the **Save** button before adding relevant documentation to the form.

Scroll down to the bottom on the form to attach relevant documentation (if applicable) to support your request by pressing the **Add Attachment** button.

Once you have attached your supporting documentation and your application is complete, press the **Save** and then the **Submit** button at the top of the form.

< My Forms
Discretionary Extension

Save
Delete
Instructions

Approval Status: Initial Created On:

**Student Details**

Student ID*	<input type="text" value="12345678"/>		Program*	<input type="text" value="XC10"/>	U Cert in Voc Edu & Training
Name*	<input type="text" value="John Smith"/>		Campus*	<input type="text" value="ODL"/>	On-line Learning
Contact Phone Number*	<input type="text" value="00000000"/>		International Student	<input type="radio"/> No	

**Complete for the piece of assessment for which you are seeking a discretionary assessment**

Semester*	<input type="text" value="2020"/>	Semester 2 2020	Course Code*	<input type="text" value="EDTAS2001"/>	Learning Theories: VET in C
Course Campus	<input type="text" value="ODL"/>	On-line Learning	Assessment Task*	<input type="text" value="Assessment 1"/>	
Assessment Due Date*	<input type="text" value="17/12/2020"/>		Length of Extension Required*	<input type="text" value="4 Working Days"/>	
Lecturer/Tutor	<input type="text" value="23456789"/>	Karen Smart	Reason for your application (254 character limit)*	<input style="width: 100%;" type="text"/>	
Are you able to implement strategies to improve your situation? (254 character limit)	<input style="width: 100%;" type="text"/>				

**Administrative Use Only**

Outcome	<input type="text"/>
Denied Reason	<input type="text"/>
New Submission Date	<input type="text"/>
Student Instructions/Reason (appears in student's outcome letter)	<input style="width: 100%;" type="text"/>

**Documentation to support your request**

There is no attachment uploaded.

Add Attachment

You will then be presented with the **Student Declaration**. Press the **I Agree** button.

**Student Declaration**

I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information. I certify that to the best of my knowledge, the information supplied on this form is true and correct.

I am lodging this form no later than two (2) university working days prior to the due date of the assessment task listed for special consideration.

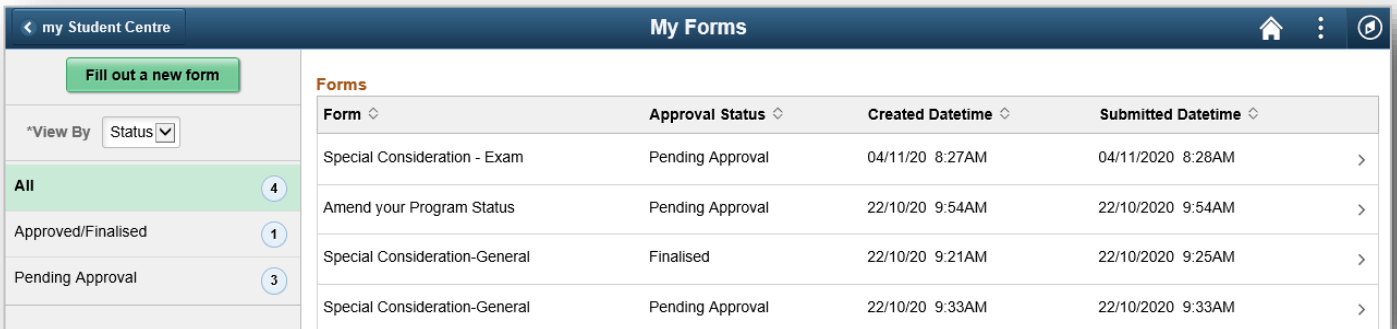
I Agree

Once you have successfully submitted the form, you will no longer be able to edit any fields on the form. The status of the form is also updated to **Pending Approval**.

When you submit the form, you will also receive an email notification with a summary of your submitted application.

Once your application has been assessed you will also receive the outcome of your application via email.

You will also be able to monitor the status of your submitted forms by looking at the **Approval Status** of the appropriate form within the **My Forms Tile** in my Student Centre.



my Student Centre		My Forms		
<a href="#">Fill out a new form</a>		<b>Forms</b>		
*View By <input type="text" value="Status"/>		<b>Form</b>	<b>Approval Status</b>	<b>Created Datetime</b>
<b>All</b> (4)		Special Consideration - Exam	Pending Approval	04/11/20 8:27AM
Approved/Finalised (1)		Amend your Program Status	Pending Approval	22/10/20 9:54AM
Pending Approval (3)		Special Consideration-General	Finalised	22/10/20 9:21AM
		Special Consideration-General	Pending Approval	22/10/20 9:33AM