

Applying for an extension on your assessment

Step 1

Log into the genU Training Online LMS.

Step 2



Navigate to your course and the unit that you wish to apply an extension.


Step 3

Download and fill in the “Application form for extension” (PDF and Word available)

Request an extension

If you are unable to submit your extension by the due date please fill in the Application form for extension and upload to "Submit my application for extension"

 Application form for extension 

 Submit my application for extension for CHCDIV001

Step 4


Save a copy of your application form.



Step 5

Select “Submit my application for extension for (Unit)”

Request an extension

If you are unable to submit your extension by the due date please fill in the Application form for extension and upload to "Submit my application for extension"

 Application form for extension

 Submit my application for extension for CHCDIV001 

Step 6


Select “Add submission”

Submit my application for extension for CHCDIV001

If you are unable to submit your assignment by the due date please submit an application for an extension.
Please provide a reason for your request of an assignment extension.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)




[Add submission](#) 

You have not made a submission yet.


Step 7

Upload completed application for extension form

Maximum file size: 2GB, maximum number of files: 20

Files



You can drag and drop files here to add them.

↕ A B I [list icons] [link icon] [undo icon] [redo icon] [text icon] [image icon] [video icon] [audio icon] [document icon] [w icon] [microphone icon] [camera icon] [share icon]

[Save changes](#) [Cancel](#)


Step 8

Select “Submit Assignment”

Submission status


Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Tuesday, 19 January 2021, 11:52 AM
Submission comments	▶ Comments (0)

File submissions

 CHCDIV001 Application for Assessment Extension 19 January 2021, 11:52 AM

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

[Submit assignment](#) 

Your application for an extension has now been submitted.

Your coordinator will review your application and you will receive a notification on the LMS to inform you of your application result.