

Assessment Management Plan

An Assessment Management Plan is required when you request a third **extension for an assessment item where two extensions have already been granted**. You must attach this document (completed) to your third extension request. If it is not included, the request may not be considered.

Student and course details	
Student name	
Student ID	
Course name and/or code	
Assessment item	
Assessment weighting (e.g., 10%)	
Original due date	
Proposed due date	
Other commitments (e.g., 10 h paid work/ week, 4 h training/ week etc.)	
What help or support have you accessed?	

Need support?

If you would like to access additional support in this time, UQ College offers a range of support services, including:

- **Academic support** – help with adjustments to study, academic skills advice, and study resources.
- **Financial assistance** – emergency aid, grants, and advice if you're experiencing financial hardship.
- **Emotional and wellbeing support** – counselling, mental health resources, and spaces to talk.

To discuss the above further, book a consultation with a Learning Adviser, by clicking [here](#). To make an appointment with a Student Wellbeing Adviser, email studentwellbeing@uqcollege.uq.edu.au.

Management plan details

1. What is your plan for completing this assessment task?

Break the assessment down into sub-tasks, you may wish to use the [UQ Library Assignment Planner](#) to assist you. Add more rows as necessary.

Sub-task	% Completed	Task length (h)	Specific time allocated (e.g., Friday 6 th 1000-1200)

2. What other assessment tasks are due in the next two weeks?

Include outstanding assessment items and your progress to date.

Course	Assessment	Weighting	Due date	% Completed

3. What steps do you plan to take to manage your time and complete your upcoming tasks?

e.g., work on campus, give my phone to a friend or family member to limit distractions, find a study buddy to keep me accountable, ask for guidance from my tutor, etc.

4. Is there anything else you would like us to know regarding this extension request?

Optional – this can include personal, academic, or practical barriers, or support you might need.