

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** ([Assessment Procedure, Part D](#)). You must attach it when submitting your third extension request via my.UQ for the request to be considered.

Name	
Student ID	
Course 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 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.

Contact Student Central at 1300 275 870 (8.30am-5pm) or student.services@uq.edu.au if you have specific needs related to the services outlined above.

For urgent mental health support, contact the UQ Mental Health Crisis Line on 1300 851 998 (24/7), or text a Crisis Counsellor on 0488 884 115 (outside business hours – 4.30pm-8am weekdays and on weekends).

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.
