Australian National University

How do I know when to apply for an [Extension Request (ERF)](#) (via Wattle) or for [Extenuating Circumstances (ECA)](#) (via ISIS)?

We understand that it might be confusing to determine which process you need to follow if you find yourself in difficulties in completing assessment on time. To this end, we hope the below flow chart can guide you to the correct process.

You should first check your class summary for the due dates and late/extension policies of each piece of assessment noting that some may not be able to be extended.

After you have determined which process might best suit your circumstances make sure you also check the guidelines for what makes an acceptable Extenuating Circumstances Application [here](#).

Please also remember that you can only use ONE form per assessment – you can't apply through both the ECA AND the Extension form for a single piece of assessment, and you can only apply for an ECA once per assessment piece.

Finally, if you're still unclear – you can ask your Course Convenor for advice on which form would be most appropriate.
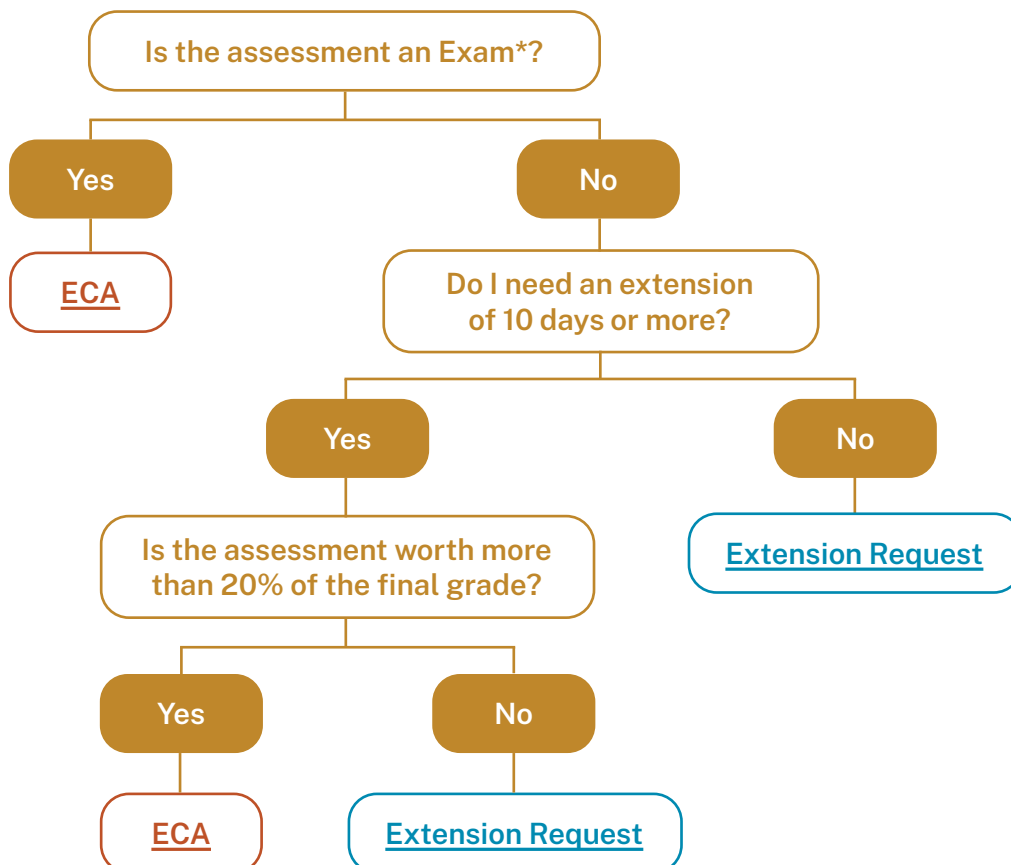
*An exam is defined as a timed assessment where the duration for completion is the same as the duration the assessment is available for.