



Application for Assessment Extension: Years 10, 11 & 12

Required for requests for extension more than one week beyond the due date.

This form should be submitted on or before the due date. In exceptional circumstances, the form may be submitted up to 2 days after the due date.

- ✓ **Supporting evidence must be included with this application**
- ✓ **This document must be completed & assessed alongside the Cairns SDE 11&12 Assessment Policy & the Cairns SDE P-10 Assessment Policy**

Part A. To be completed by student &/or home tutor/parent and emailed to:

DeputyPrincipal@cairnssde.eq.edu.au

Student Name		
Year Level		
Subject & Class Teacher		
Assessment Task		
Due Date of Assessment		
Extension reason/s for request		
	Requested extension date:	
Student Signature		Date: _____
Parent/Carer Signature		Date: _____

Part B. To be completed by Sector Deputy Principal

Date & time application received:		
Date & time receipt acknowledged:		
Supporting documentation received	YES / NO	Note/s: _____
Extension Approved	YES / NO	Note/s: _____
	Extension submission due date:	
Care HoD digital signature		Date: _____

A copy displaying Deputy Principal approval of this form must be attached to the assessment task when submitted.

All dates & times are based on local time and date:

- Cairns, Queensland, Australia
- Australian Eastern Standard Time