



## Application for Assessment Extension Years 5 - 9: Home based student

For Summative Assessment only (inclusive of exams). This form must be submitted **before** the due date.

If, on the due date, the student has not been notified that an extension has been approved, they must submit a response to the task via the method specified on the task sheet. If an extension is later approved, the student will be able to submit a new/updated response.

**Supporting evidence of the work completed by the student at the time of submitting this application must be attached to this application.**

**Part A. To be completed by student & emailed to Subject Teacher & Home Tutor and/or parent.**

<b>Student Name</b>		<b>Year Level</b>	
<b>Class Teacher</b>			
<b>Subject / Task</b>		<b>Due Date</b>	
Extension reason/s: Refer to page 12 for extension reasons that can't be supported			
Requested extension date Maximum 5 school days			

**Part B. To be completed by Subject Teacher and forwarded to Subject Area HoD**

Date & time application received:	Supporting documentation received: <input type="checkbox"/> YES <input type="checkbox"/> NO Notes:
Extension Recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO	Suggested Extension submission due date: Notes:

**Part C. To be completed by Subject Area Head of Department**

Date & time application received:	Extension Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If not approved, reason must be provided:</b>	
Date Student/School Supervisor/Teacher emailed:	

**Actions if approved:**

**Teacher** to update submission date in QLearn - Canvas course for student.

All dates & times are based on local time and date: Cairns, Queensland, Australia (Australian Eastern Standard Time).