



Application for Assessment Extension Years 5 - 9: School 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.

School-based supervisor to attach supporting evidence of the work completed by the student to date.

Part A. To be completed by student & school-based supervisor and emailed to Subject teacher.

Student Name		Year Level
Base School Name		
Cairns SDE Subject Teacher Name		
Assessment Task		
Due Date of Assessment		
Extension reason/s:		
	Requested extension date:	
Student Signature		Date:
School-based Supervisor Name		Date:

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 Head of Department: School-based Enrolments (Years 5 – 11)

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

Actions if approved:

Years 5-10: **Teacher** to update submission date in QLearn, Canvas course for student.

Year 11: **Teacher** to update submission date in QLearn, Canvas course and make the following note in Markbook: "Extension approved for <IA1/2/3/4> - <new submission date>".

Years 10-11: **Subject Area HoD** records in Student Extension Tracker and records contact in OS.

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