

Application for Assessment Extension: Years Prep - 10

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 Prep - 10 Assessment Policy**

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

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 Year Level Care, Head of Department

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 Care HoD 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