



Application for Assessment Extension: Years Prep - 10

Required for requests for extension for **Summative assessment tasks (inclusive of exams)**.

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

- ✓ **Supporting evidence of work completed to date 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:

Years P - 3 HoD - StudentEngagement_Prepto3@cairnssde.eq.edu.au	Years 4 - 6 HoD StudentEngagement_yr4to3@cairnssde.eq.edu.au
Years 7- 9 Student Engagement HoD – StudentEngagement_yr7to9@cairnssde.eq.edu.au	Year 10-12 Student Engagement HoD - StudentEngagement_yr10to12@cairnssde.eq.edu.au

Student Name:	Subject and Task		Year Level:	Class Teacher	Due Date
Subject / Task	1.				
Subject / Task	2.				
Subject / Task	3.				
Subject / Task	4.				
Subject / Task	5.				
Subject / Task	6.				
Extension reason/s Refer to page 9 for reasons not supported					
Requested Extension Date:	1.		2.		
	3.		5.		6.
Student Signature	Date:				
Parent/Carer Signature	Date:				

Part B. To be completed by Learning Area Head of Department (P-6 or Years 7-10)

Date & time application received:			
Supporting documentation received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note/s:
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note/s:
Extension Approved	Extension submission due date/s:		
HoD Digital Signature	Date advised:		

Years 7-10: A copy displaying Head of Department 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)