



Year 11 & 12 Application for Assessment Extension

Required for requests for an extension for Formative and Summative Assessment only (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 the work completed by the student to date, must be attached to this application - refer to Assessment Policy.

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

(2024: Yr 11 Christian Stewart cstew75@eq.edu.au, Yr 12 Samantha Preston spres40@eq.edu.au)

Student Name:				
Year Level:		Subject and Task	Class Teacher	Due Date
Subject / Task				
Subject / Task				
Subject / Task				
Subject / Task				
Subject / Task				
Extension reason/s: Refer to page 13 for reasons not supported				
Requested extension date:				
Student Signature		Date:		
Parent / Carer Signature		Date:		

Part B. To be completed by Learning Area Head of Department (LA HoD)

Date & time application received:			
Date & time receipt acknowledged:			
Supporting documentation received	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Note/s:
Extension Approved	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Note/s:
	Extension submission due date:		
SE HoD digital signature	Date:		

A copy displaying SE 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).