



School-based Year 5 - 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 on or 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. School-based supervisor to attach approved AARA (for Year 12 Internal Assessments) or other supporting documentation.

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

Head of Department School-based Chinese, Indonesian, Italian and General subjects (Years 9 – 12)

Head of Department School-based French, German, Japanese, Spanish (Years 9 - 12)

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

Part B. To be completed by Head of Department: School-based Enrolments (Year 9 – Year 12)

Date & time application received:	
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:
School-Based Enrolments HoD digital signature	Date Advised:

A copy displaying School-based Enrolments 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).