

## Year 11 & 12 Application for Assessment Extension – Multiple subjects

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](mailto:cstew75@eq.edu.au), Yr 12 Samantha Preston [spres40@eq.edu.au](mailto:spres40@eq.edu.au))

<b>Student Name:</b>				
<b>Year Level:</b>		<b>Subject and Task</b>	<b>Class Teacher</b>	<b>Due Date</b>
	Subject / Task			
	Subject / Task			
	Subject / Task			
	Subject / Task			
	Subject / Task			
	Extension reason/s for request			
	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	YES / NO Note/s:
Extension Approved	YES / 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