

Year 11 & 12 Application for Assessment Extension – Single subject

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.

Part A. To be completed by student &/or home tutor/parent and emailed to Learning Area HoD for the subject.

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 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:
LA HoD digital signature	Date:

A copy displaying LA 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