



## Application for Assessment Extension: Years Prep - 9

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 - 9 Assessment Policy**

**Part A. To be completed by student &/or home tutor/parent and emailed to:**

Years P - 3 HoD - <a href="mailto:StudentEngagement_Prepto3@cairnssde.eq.edu.au">StudentEngagement_Prepto3@cairnssde.eq.edu.au</a>	Years 4 - 6 HoD <a href="mailto:StudentEngagement_yr4toyr6@cairnssde.eq.edu.au">StudentEngagement_yr4toyr6@cairnssde.eq.edu.au</a>
Years 7- 9 Deputy Principal <a href="mailto:DeputyPrincipal@cairnssde.eq.edu.au">DeputyPrincipal@cairnssde.eq.edu.au</a>	

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.	4.	5.	6.	
Student Signature					Date:
Parent/Carer Signature					Date:

**Part B. To be completed by P-6 SE HoD / 7-9 DP**

Date & time application received:					
Supporting documentation received	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Note/s:		
Extension Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Note/s:		
Extension submission due date/s:	1		2		
3	4		5		6
HoD Digital Signature					Date advised:

**Years 7-9: A copy displaying signed 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)

**Uncontrolled copy.** Refer to the Cairns SDE Years Prep -10 Assessment Policy on the Cairns SDE website ([Policy Link](#)) to ensure you have the most current version of this document. **Version effective 30/09/2024 Version 1.0**