



## Year 10, 11 & 12 Application for Assessment Extension

Required for requests for an extension for 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 with supporting documentation.

**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 appropriate Senior Student Engagement HoD**

2025: VET & Yr 10 Jennifer Vicig [jharb27@eq.edu.au](mailto:jharb27@eq.edu.au) Yr 11 & 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	1.				
Subject / Task	2.				
Subject / Task	3.				
Subject / Task	4.				
Subject / Task	5.				
Subject / Task	6.				
Extension reason/s: Refer to page 13 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 Student Engagement Head of Department (SE HoD)**

Date & time application received:				
Supporting documentation received	YES	NO	Note/s:	
Extension Approved	YES	NO	Note/s:	
Extension submission due date/s:	1.		2.	3.
	4.		5.	6.
SE HoD digital signature			Date Advised:	

**A copy displaying SE/VET 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).