



## School-based Year 10 - 11 Application for Assessment Extension

For Summative Assessment only (inclusive of Exams). This form must be submitted **before** the due date.

If, on the due date, the student has not been notified that an extension has been approved, they must submit a response to the task via the method specified on the task sheet. If an extension is later approved, the student will be able to submit a new/updated response.

**School-based supervisor to attach supporting evidence of the work completed by the student to date.**

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

<b>Student Name:</b>		<b>Year Level:</b>
<b>Base School Name:</b>		
Cairns SDE Subject Teacher		
Assessment Task		
Due Date of Assessment		
Extension reason/s:		
	Requested extension date:	
Student Signature		Date:
School-based Supervisor Name		Date:

**Part B. to be completed by Subject Teacher and forwarded to Subject Area HoD**

Date & time application received:	Supporting documentation received: <input type="checkbox"/> YES <input type="checkbox"/> NO Notes:
Extension Recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO	Suggested Extension submission due date: Notes:

**Part C. to be completed by Subject Area Head of Department**

Date & time application received:	Extension Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If not approved, reason must be provided:</b>	
Date Student/School Supervisor/Teacher emailed decision:	

**Actions if approved:**

Years **10**: **Teacher** to update submission date in Canvas for student.

Year **11**: **Teacher** to update submission date in Canvas and make the following note in Markbook: "Extension approved for <IA 1/2/3/4> - <new submission date>".

Years **10-11**: **Subject Area HoD** records in Student Extension Tracker and records contact in OS.

All dates & times are based on local time and date: Cairns, Queensland, Australia (Australian Eastern Standard Time).