



## School-based Year 12 Application for Assessment Extension

For Summative Assessment only (inclusive of Exams).

**This form must be submitted with a copy of the QCAA approved AARA.**

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.

**Part A. To be completed by student & school-based supervisor and emailed to the QCAA HoD:**

**Samantha Preston** [spres40@eq.edu.au](mailto:spres40@eq.edu.au)

<b>Student Name:</b>		<b>Year Level:</b>
<b>Base School Name:</b>		
Cairns SDE Subject Teacher		
Assessment Task		
Due Date of Assessment		
<b>Extension reason/s:</b> <small>Refer to page 13 for reasons <b>not</b> supported</small>		
	Requested extension date:	
Student Signature		Date:
School-based Supervisor Name		Date:

### Part B. QCAA Head of Department: School-based Enrolments

Date & time application received:	Collaborated with Subject Teacher: <input type="checkbox"/> YES <input type="checkbox"/> NO New submission date: _____
<b>Actions</b> <ul style="list-style-type: none"> <li>• Details recorded in Student Extension Tracker <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> <li>• Contact recorded in OS <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> <li>• New Submission Date and conditions emailed to Student/School Supervisor/Teacher/Subject Area HoD: <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> </ul>	

### Part C. Subject Teacher

Update submission date in Canvas and make the following note in Markbook: "Extension approved for <IA1/2/3/4> - <new submission date>".

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