



Home-based Year 10, 11 & 12 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.

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 and emailed to Subject Teacher and cc home tutor and/or parent.

Student Name:		Year Level:	
	Subject and Task	Class Teacher	Due Date
Subject / Task			
Extension reason/s: Refer to page 13 for reasons not supported			
Requested extension 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:	Year 10 and 11 Extension Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Year 12 Extension Progressed for AARA: <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes - Yr 12 application forwarded to QCAA HoD)
If not approved, reason must be provided:	
Date Student/School Supervisor/Teacher emailed decision for Year 10 and 11:	

Part D. Year 12 only - to be completed by QCAA Head of Department

If not approved, reason must be provided:
Date Student/School Supervisor/Teacher emailed AARA decision for Year 12:

Actions if approved:

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

Year 11 & 12: Teacher to update submission date in Canvas and make the following note in Markbook: "Extension approved for <IA1/2/3/4> - <new submission date>".

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

Year 12: QCAA 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).