

Instructions - Assessment Extension Request 3 or More Days Before Due Date

1. Complete the Assessment Extension Request form.
2. Attach documentary evidence.
3. Submit form and discuss with your teacher.
4. Teacher will either direct student to the subject Head of Department for approval or discuss the matter directly with the subject Head of Department.
5. Head of Department - approve/not approve request. Email notification of outcome.

Instructions - Assessment Extension Request Less Than 3 Days Before Due Date

1. Complete the Assessment Extension Request form.
2. Attach documentary evidence.
3. Submit and discuss with the subject Head of Department.
4. Subject Head of Department will either approve/not approve or refer the matter to the Deputy Principal for consideration. Email notification of outcome

Student Name											
Year Level	7		8		9		10		11		12
Reason for Request and/or Dates of Absence											

Assessment to be Completed				
Subject	Teacher	Assessment Item (Draft or Final)	Original Due Date	New Due Date

Grounds for Your Request				
A	Medical Condition			
i)	Medical certificate attached	Yes		No
ii)	If no documentary evidence is available, a written explanation is required			
B	Non-Medical Reasons			
i)	Documentary evidence attached	Yes		No
ii)	If no documentary evidence is available, a written explanation is required			
Student Signature				Date
Parent Signature				Date

Office Use Only				
Subject Teacher		Signature		Date
Subject HOD		Signature		Date
Deputy Principal		Signature		Date
Approval		Yes		No
Comments				

This completed form must be attached to the assessment item.