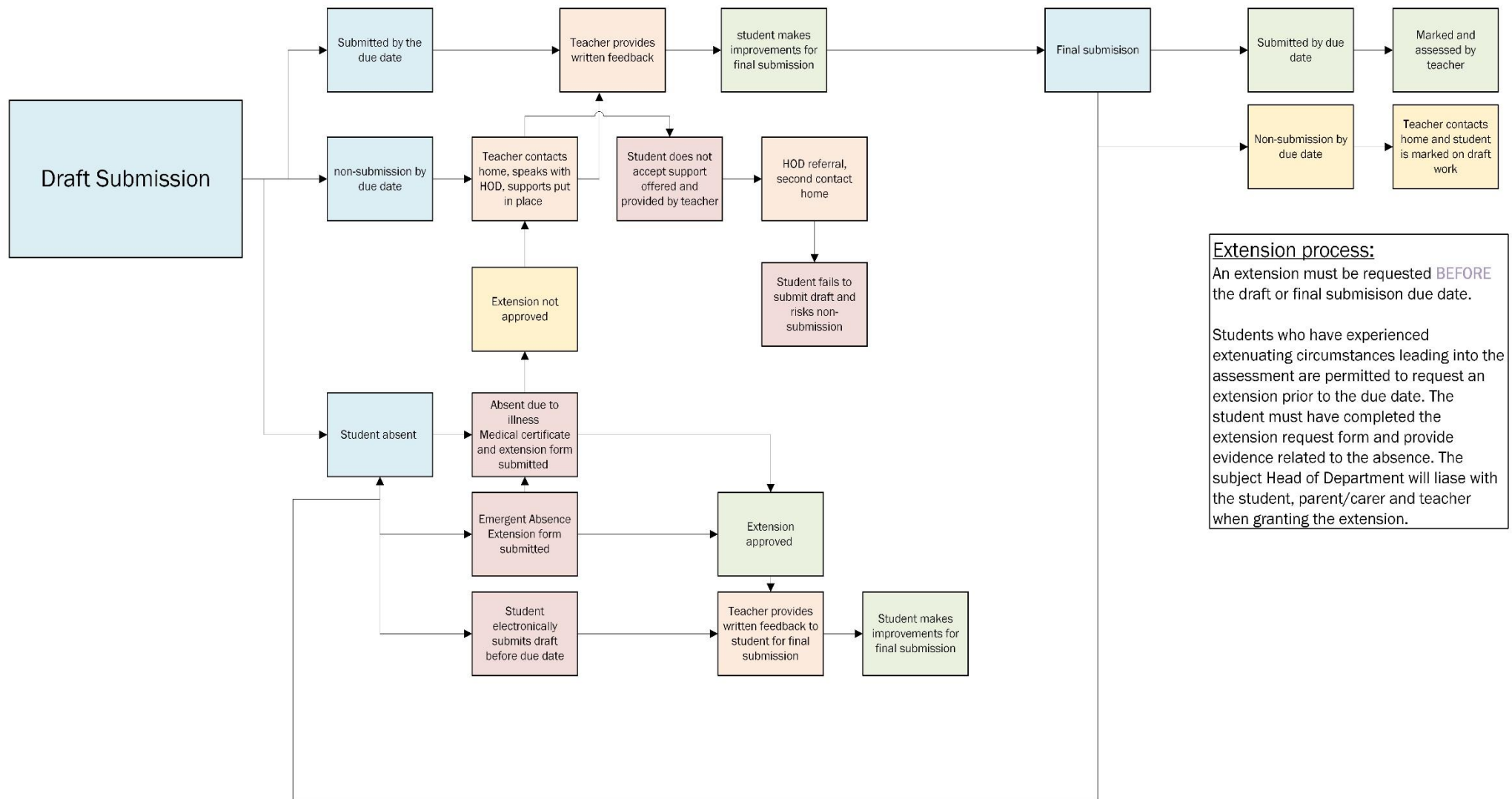




# Year 7 – 10 Assessment Extension Application Form

To be completed by Student and Parent/Guardian			
Student name:		Year level:	
Subject and original due date:		Subject Teacher Name:	
Please describe the situation that is impacting the student:			
What adjustments is the student seeking (e.g. extra time, extensions, other)?			
Student's Signature:		Date:	
Parent/Guardian Signature:		Date:	
Parent/Guardian Name:		Email:	
To be completed by the teacher			
Name:		Signature & Date:	
Recommendation:			
To be completed by the Head of Department			
Name:		Signature & Date:	
Decision:	Approved	Declined	
Comment:			
Date entered on One School:			

# Assessment policy flow chart – years 7 – 10



**Extension process:**  
 An extension must be requested **BEFORE** the draft or final submission due date.

Students who have experienced extenuating circumstances leading into the assessment are permitted to request an extension prior to the due date. The student must have completed the extension request form and provide evidence related to the absence. The subject Head of Department will liaise with the student, parent/carer and teacher when granting the extension.