



APPLICATION FOR ASSESSMENT EXTENSION

In order to receive approval for an **Assessment Extension** (i.e. approval to complete an assessment task or submit an assessment task at a later date) your application must satisfactorily demonstrate to the Curriculum Co-ordinator and Head of Secondary that there are *exceptional circumstances outside of your control* that prevent you from completing the assessment task in the required timeframe.

You must indicate the reason for the application and attach the appropriate documentary evidence. You should submit evidence of how much work has been completed on the task to date – extensions will not be granted because you have run out of time to complete the work.

Circumstance	Documentation Required from Student
Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time is not possible. <i>Stress and/or anxiety associated with examinations and assessment tasks will not normally be considered.</i>	A medical certificate or signed statement from a registered medical practitioner. A letter from a counsellor may be included where relevant.
Family issues (for example family injury, illness or bereavement etc.) of such significance that completion of the assessment task by the original date/time is not possible.	A medical certificate or signed statement from a registered medical practitioner OR a letter from a counsellor OR a letter from a funeral director indicating the relationship of the family member to the student.
*Selection in an International, National or State representative team.	Documentation from State or National organisation advising selection.

As per the School's existing policies, extensions will not be given due to family holidays taken during School terms.

*Not applicable after the task/test has occurred.

An Application for Assessment Extension must be lodged with the relevant Curriculum Co-ordinator **before the date of the assessment task or test. An *Illness/Misadventure Appeal Form* must be completed if the due date of the task or test has passed.**

The complete form may be submitted by email to the relevant Curriculum Co-ordinator. Incomplete forms will be returned.

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Student Details	
Student Name	Student Number:
Course	
Assessment Task Name	Due Date:
Grounds for application (attach documentary evidence)	
<p>Signed: _____ Date: _____</p>	

The Curriculum Co-ordinator shall notify the student of the outcome of their application for an Assessment Extension **within three school days** of the decision.

Response to request for Assessment Extension			
Assessment Task Name	Not granted	Granted	The date or due date of the assessment is now

A further extension will not be granted unless there are exceptional circumstances beyond the student’s control.

Signed: _____ Date: _____