



# Student Assessment Extension Application Form

# A4

## STUDENT DETAILS

Name: \_\_\_\_\_

Form Class: \_\_\_\_\_ Student e-mail address: \_\_\_\_\_

Subject: \_\_\_\_\_

Assessment Name: \_\_\_\_\_

Original Due Date: \_\_\_\_\_

Date on which extension applied for: \_\_\_\_\_

Date and time of proposed submission: \_\_\_\_\_

Reasons for extension application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence attached: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have read and understood the extension policy detailed on the reverse page.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## FOR STAFF USE ONLY

An extension IS GRANTED (please circle). YES / NO

The new SUBMISSION DATE AND TIME are:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form is for use by students in Years 11 and 12 only.

## How to apply for an extension

### For Special Provision (Prior to Due Date):

- You must use Form A2.
- These extensions are intended to cover unexpected temporary contingencies. It is valid for no more than 72 hours.
- Apply using Form A2 to the subject Head of Department.
- Explain your reasons and attach any supporting evidence you have.
- The extension will be considered as granted only when the Head of Department will reply via email.
- If a Special Provision is granted, you must submit your assignment by the new revised due date and time; otherwise school assessment policy procedures will apply.

### For Special Provision (After the Due Date):

- You must use Form A4.
- Submit the form to the Principal. Additional evidence supporting the application (e.g. a medical certificate) must accompany the application.
- The extension will be considered as granted only when the Principal has returned an approved copy of the form to you.
- The form will contain the revised due date and time for the submission of the assignment. This is your new deadline.
- A copy of the approved Assignment Extension Application Form must be submitted along with the assessment item.
- If Special Provision is granted, you must submit your assignment by the new revised due date and time; otherwise school assessment policy procedures will apply.
- Special Provision will not normally be granted for a period of more than one week. In exceptional circumstances, a two-week extension may be granted as an absolute maximum. We recognise that exceptional circumstances occur, however, if you feel that you require an extension of more than two weeks, you will be advised to make an appointment with a guidance counsellor.

### Important advice:

- You must apply for an extension as early as possible.
- An incomplete form may result in the request for an extension being denied. Make sure you fill in all sections of the extension form and remember to attach all necessary evidence to support your claims.
- If you cannot complete an extension form (due to illness, injury or any other unforeseen occurrence), you should inform your teacher of this as soon as possible, detailing your precise circumstances. Complete and submit a form as soon afterwards as you can.
- Never assume that an extension has been granted; they are only valid when you have received either a confirming email Special Provision (Prior to Due Date) or an approved copy of the extension form (Form A4) Special Provision (After the Due Date).
- Communicate in writing and keep copies of all paperwork.
- Ultimately, it is your responsibility to submit your assignments on time!

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