

Application for Extension

Student Name		Exiting Cohort Year	
Subject		Assessment Task	
Teacher		Assessment Date	

As per the Assessment Policy, all Application for Extensions must be obtained through the faculty Head of Department (HOD), Guidance Officer (GO), Deputy Principal (DP) or Principal (P).

Process

1. Student/Parent/Carer initiates contact with Teacher, HOD, GO, DP or P to discuss application.
2. Parent/Carer/Student completes this Extension Form downloaded from QACI website/Student SharePoint, explaining the circumstances/reason for Application for Extension.
3. Parent/Carer saves as pdf and emails completed form to HOD, or GO with attached Medical Certificate or equivalent (if appropriate).
4. HOD, GO, DP or P considers the application, follows up with teacher and student if required and notifies student of outcome of application via email.

Reason for Application for Extension / Exemption

Application for extension

Exempt from assessment task

Comments:

Parent / Carer Name

Date

APPROVAL

Approval YES NO Extended Due Date

Comments

Approver Name

Date

HOD / GO / DP / P

Email student with outcome of application eg. New Due Date

Record outcome on OneSchool (Career / Review and Monitoring) and attach pdf

OneSchool Referral to teacher to notify of outcome and new due date if applicable

For re-scheduled exams in Assessment block, complete details below

IB Assistant

Email Student the rescheduled exam details with CC to subject teacher / HOD / Year Level Administrator

New Exam Schedule - for use by Deputy Principal

Subject Code	Name of Paper	New Date of Exam	Location