

**APPLICATION FOR EXTENSION / ALTERNATIVE
ASSESSMENT ARRANGEMENTS**

Student Name: _____ Year Level: _____ Connect: _____

Subject: _____ Assessment Task: _____

Teacher: _____ Assessment Date: _____

- Application for extension
- Absent on the due date of an assignment
- Absent on the due date of exam/test/oral presentation
- Absent for ALL or PART of formal assessment session

REASON FOR EXTENSION / ALTERNATIVE ARRANGEMENTS: _____

Parent / Carer Section

Medical Certificate / Evidence supplied

Details in support of the request or alternate arrangements _____

Signature: _____ Date: _____

Teacher Section

Teacher Comments / Recommendations: _____

Signature: _____ Date: _____

HOD / Deputy Principal / Principal Section

Approval Yes No Extended Due Date: _____

Comments: _____

HOD / Deputy Principal / Principal Signature _____ Date: _____

Entered on OneSchool (Career/Review & Monitoring and Select Referral to Teacher)

New Exam Schedule – for use by Deputy Principal

Subject Code	Name of Paper	New Date of Exam	Location

Student emailed rescheduled exam details with CC to subject teacher / HOD / Year Level Administrator: