

STEP 1: Student Section

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: _____

STEP 2: Parent / Carer Section

Medical Certificate / Evidence supplied

Details in support of the extension or alternate arrangements _____

Signature: _____ Date: _____

STEP 3: Teacher / Student Section

Teacher Comments / Recommendations for scheduled exam resit / submission of assignment: _____

Teacher Signature: _____ Date: _____

Student acknowledgement: I confirm the arrangements for re-scheduled exam / submission of assignment:

Student Signature: _____ Date: _____

STEP 4: HOD / Deputy Principal / Principal Section

Approval Yes No Extended Due Date / Date of Exam: _____

Comments: _____

HOD / Deputy Principal / Principal Signature _____ Date: _____

- Entered on OneSchool (Career Monitoring & Review)
- Copy to relevant teachers
- Original to Student Filing (Client Services)

New Exam Schedule – for use by HOD / Deputy Principal / 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: