

Application for Extension of Time for submission of an Assessment Task



This form should be completed by students applying for an extension of time for submission of an assessment task. The completed and signed form must be submitted to the relevant teacher at least 48 hours prior to the due date of the assessment task. If approved, this form needs to be submitted at the time of the assessment task.

NOTE: The completion of this application does not guarantee an extension of time for submission of an assessment task.

SECTION A - STUDENT INFORMATION

Family Name: Given Name(s):

Subject: Caregroup:

SECTION B - DETAILS OF APPLICATION

Brief description of assessment task (include title/type of assessment task):
.....
.....

Due Date: Requested Due Date:

Reason for seeking extension (attach any documentary evidence):
.....
.....

Student Signature: Date:

Parent / Guardian Signature: Date:

SECTION C – TEACHER COPY

TO BE COMPLETED BY SUBJECT TEACHER:

Date Received: Approved Not Approved- Reason:

New Submission date: Teacher Sign: Date:.....

This form is kept by the relevant Year Level Coordinator for future reference and later filed.

.....
(tear off)

SECTION D – STUDENT COPY – to be stapled in diary

Student Name:

Date Received: Approved Not Approved - Reason:

Assessment Task:..... New Submission Date:.....

Teacher Sign: Date: