



- All assessment tasks should be submitted **by 4:00pm** on the published due date. Should a student be absent on the due date the assignment should be emailed before 4:00pm as proof of completion and a hard copy submitted to Student Services the next day they are at school, where their diary will be stamped as proof of submission. Late submission due to unforeseen circumstances may be considered on compassionate grounds in consultation between a child's parent and the School Coordinator.
- Applications for extensions should only be lodged when it can be demonstrated that the work cannot be completed on or before the due date due to circumstances beyond the student's control.
- *Extension requests are to be submitted, in most cases, at least 24 hours prior to the due date.*
- Students applying for extensions for reasons of illness are asked to provide a medical certificate.
- Under certain circumstances, extensions may be granted on compassionate grounds in consultation with parents, the relevant subject teacher and the Middle/Senior School Coordinator.
- Extensions must be submitted to the following for approval:
 - Year 6/7 students – Year 6/7 Core Class teachers
 - Year 8-9 students – Middle School Coordinator
 - Year 10-12 students – Senior School Coordinator
- The Extension Request must be signed by the student, parent(s) and subject teacher, before approval is granted or denied by the relevant Middle or Senior School Coordinator.
- Any work submitted late without an approved extension is marked as a pass or fail
- In most cases work submitted should be a hard copy. Due to the nature of a subject or piece of work it may, at the teacher's discretion, be in another medium. Teachers may also request a digital copy.

PROCEDURE

Extension Request Form is printed off from School Website or a hard copy obtained from Subject Teacher, School Coordinator or from Student Services.



Student completes **Part A** (student section) and attaches any supporting documentation (eg. note from parent, medical certificate)



Parent/Guardian signs the bottom of **Part A**



Extension request form is taken to Subject Teacher to complete **Part B**.



Student to take Extension Request Form to their Year 6/7 Core class teacher Middle or Senior School Coordinator to complete **Part C**. Extension Request Form and supporting documentation needs to be submitted to the student's School Coordinator **at least 24 hours** prior to due date (or upon return to school in case of illness or special circumstance)



If extension request is approved, the School Coordinator returns bottom section of form to student to attach to their assignment, and the rest of the form is kept by the School Coordinator and a copy given to the Subject Teacher for his/her records.

PART A – Student Section

(Student is to fill in reasons for application, obtain a parent /guardian signature and then see his/her teacher to complete the recommendation section)

Student Name: _____

Subject: _____ Teacher: _____

I request an extension for my: Draft Formative task Summative task

Assignment name and/or number: _____ due on ___ / ___ / _____

I request an extension for the following reason(s):

Signatures: Student: _____ Teacher: _____

Parent/Guardian's Name: _____ Signature: _____

PART B – Subject Teacher Recommendation

(Please comment on student's application for extension)

YES / NO

Comments: (optional)

Extension of _____ days recommended New due date: ___ / ___ / _____

SIGNED: _____ Teacher's Name: _____

PART C – Middle / Senior School Coordinator

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APPLICATION FOR EXTENSION GRANTED / DENIED

(This section must be stapled to your work)

Student Name: _____

Subject: _____

Teacher: _____

Assignment name and/or number: _____ Now due on: ___ / ___ / _____

Comments: (optional)

SIGNED: _____

MIDDLE / SENIOR School Coordinator