



# APPLICATION FOR ASSESSMENT EXTENSION



## APPLICANT'S DETAILS

Given Name/s  Surname

Student email  Sector: Junior  Middle  Senior

## ASSESSMENT/S

Assessment Task	Subject	Due Date	Requested Due Date	HOD Approval

## REASON/S FOR APPLICATION (attach additional document/s if required)

**PARENT DECLARATION** (Please sign)

I acknowledge and support my student's application for assessment extension.

Parent Signature:  Date: \_\_\_\_/\_\_\_\_/20\_\_

**STUDENT DECLARATION** (please tick each statement)

I have attached supporting documentation that is relevant to the reason/s listed above for which I am seeking an extension.

I acknowledge that failure to submit the application in a timely manner, may impact upon the assessment process. For applications that are declined this may have significant ramifications on the possible marks awarded for my assessment.

If I have been declared medically unfit for a period of time, I am responsible for informing the school as well as training providers where my illness may have a significant impact on my performance or on other people, for example TAFE or traineeships.

I confirm that the information I have provided on this application including any support documentation, is true and accurate to the best of my knowledge.

Student Signature:  Date submitted:

Please submit your application and supporting documents to your SECTOR OFFICE.





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## IMPORTANT INFORMATION

Category	Information
General	In order to receive approval for an Assessment Extension your application must satisfactorily demonstrate that there are exceptional circumstances beyond your control that prevent you from completing the assessment task by the due date.
Senior Phase of Learning	Students who have approved AARA are still required to submit an Application for Assessment Extension detailing extension dates.
Application deadline/s	<p>Applications should be submitted <b>PRIOR</b> to your assessment due date/time. Applications may be accepted up to 3 days after the assessment due date/time, if you can provide a verifiable explanation as to why you were not able to submit the application prior, such as an emergency or severe illness.</p> <p>Please take this completed form and additional supporting documentation to Curriculum HODs</p>

Reason	Supporting Documentation
Student injury, illness or medical condition	<p>Signed statement on relevant official letterhead from a Medical Practitioner or other approved health professional registered by the relevant National Medical Board (<a href="http://www.medicalboard.gov.au">www.medicalboard.gov.au</a>).</p> <p><b>Senior Schooling</b> – Medical certificate must state the illness/injury, not simply “has a medical condition”.</p>
State/National Athlete sporting activity participation	Signed statement of support from the team manager/coach outlining how circumstances have impacted the student’s ability to submit the assessment item on the due date.
Obligatory Religious Requirements	Signed statement of support from the religious leader of the student's faith outlining how obligatory religious requirements will or have impacted the student’s ability to submit their assessment item on the due date.
Further reasons including social and welfare	Signed statement of support from the school’s Guidance officer, DP, or approved medical professional outlining how circumstances have impacted the student’s ability to submit the assessment item on the due date.
Other	Other reasons will be considered by sector DP’s on a case by case basis.