

APPENDIX 6A: Cairns SHS Extension Request Form



Cairns SHS Extension Request Form

Students in Years 11 and 12 are to use this form when they will be unable to submit an assessment task by the due date and have legitimate reasons to support their late submission. Students in Year 11 and 12 MUST also attach supporting documentation as per the Assessment Policy.

Process:

1. Students must submit this signed form to the relevant Head of Department for approval at least 48 hours before the due date.
2. If approval is granted, the student must acknowledge the revised due date and note it in their records.
3. When notified by the HOD, the teacher will record the revised date on the classes Record of Assessment Notification (RAN) form.
4. Students will be expected to complete/submit their task by 3:00 pm on the revised date.
5. If the revised date is missed consequences as detailed in the School Assessment and Responsible Behaviour Plan policies will apply.

For a detailed overview, please consult the Cairns SHS School Assessment Policy Handbook.

Student Section (Please fill out all details)

Student Name: _____

Teacher: _____

Today's Date: _____

Task Name: _____

Original due date: _____

Reason for requested extension (note – that computer issues or non-school approved absences will not be approved):

I declare that the above statement is a true and valid account:

Student Signature: _____ Parent / Carer Signature: _____

SCHOOL USE ONLY

Head of Department approval:

Approved

Declined

Revised due date: _____

Documented on:

Oneschool

QCAA School Portal - AARA

HOD signature & Date: _____

Please detach and return to student.

Student Receipt

Student Name: _____ Teacher: _____

Task: _____ Revised due date: _____

HOD signature & Date: _____