



Year 7 - 10

Request for an Assessment Extension

Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event may be eligible for an extension to an existing assessment task, or a change of date to sit a comparable assessment task.

Requests need to be made at least one week before the due date of the assessment task (except in emergency situations). Students will be advised of the outcome of their request as soon as possible.

All year 7 - 10 requests for assessment extensions or changes of due date must be submitted to the classroom teacher who will follow this up with the curriculum Head of Department.

Student Name _____

Supporting information	
Medical Certificate (attached)	
Details of illness, condition or event	
Date of diagnosis, onset or occurrence	
Symptoms, treatment	
Probable effect of illness on student's participation	

Details of request				
Subject	Class teacher	Assessment task	Requested change	Approved Decision

Parent signature: _____ Date: _____

Student Signature: _____ Date: _____

Head of Department Signature: _____ Date: _____

If emailing your assessment, please type your name into the signature panel above.