



NOOSA DISTRICT STATE HIGH SCHOOL

7 – 12 Assessment Extension Application

Known absence from exam or required extension to assignments: Applications must be made at **least two (2) school days before** the due date on this document. A medical certificate may be required along with this form.

Unexpected illness and misadventure on day of due date or exam: student or parent/carer to notify the school that an exam will be missed. A medical certificate will be required along with this form (for Year 11 and 12, the QCAA medical template should be used).

Instructions:

One subject request:	Multiple subjects request:
1. Student and Parent/Carer to complete Section A only and email or hand the document to the faculty Head of Department, along with a QCAA medical form for Year 11 and 12 students. 2. Head of Department will work with teacher on new date, and contact home if needing more information. 3. Head of Department to complete Section B. 4. Head of Department will inform student, parent/carer and teacher of outcome, and record this as a OneSchool contact. Form will be stored in the student's file at the office. 5. Student is to submit the completed assignment by the new due date for submission of assignment.	1. Student and Parent/Carer to complete Section A only and email or hand the document to the Head of Junior/Senior School, who will manage the application with faculty Head/s of Department. For Year 11 and 12 students, a QCAA medical form must also be provided. 2. Head of Junior/Senior School will notify Head/s of Department of application via email. Head/s of Department will work with teachers on new dates, and contact home if needing more information. 3. Head/s of Department is to complete Section B and return to Head of Junior/Senior School. 4. Head of Junior/Senior School will check there are no clashes in new dates across subjects, and confirm with Head/s of Department. They will complete Section C and then inform student, parent/carer and teacher of outcome, and record this as a OneSchool contact. Form will be stored in the student's file at the office. 5. Student is to submit the completed assignment by the new due date for submission of assignment.

SECTION A – TO BE COMPLETED BY STUDENT and PARENT/CARER

Student name				Home Group	
Reasons for extension request Attach medical certificate if illness is a reason. Attach any other supporting evidence.	<i>Provide specific dates of absences and/or illness & be prepared to show work to date.</i>				
Parent/Carer name		Signature		Date	
Subject/s and Teacher/s	Assessment name/topic	Original Due Date and/or Checkpoints	Requested New Dates	SECTION B – TO BE COMPLETED BY HEAD OF DEPARTMENT/S	
				Approved Date/s (HoD/S to complete)	HoD/s Signature and date

SECTION C – MULTIPLE SUBJECTS

Approved by Head of Junior/Senior School: _____ Date: _____

Notes/Conditions of approved extension/s:

