



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.

Instructions:

1. Student and Parent/Carer to complete **Section A** only and email or hand the document to the Head of Department.
2. Head of Department is to complete **Section B**. They 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.
3. 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	
Subject		Subject code	
Assessment name/topic			
Assessment stage	<input type="radio"/> Draft	<input type="radio"/> Final	<input type="radio"/> Exam
Reasons for extension request Attach medical certificate if illness is a reason. Attach any other supporting evidence.	(provide specific dates of absences and/or illness & be prepared to show work to date)		
Teacher name			
Parent/Carer name		Signature	Date

SECTION B – TO BE COMPLETED BY HEAD OF DEPARTMENT

Extension approved? (yes or no)	
New assessment date	
Head of Department name	
Head of Department signature	Date