

TLSC The Entrance Campus Year 11 EXTENSION REQUEST FORM



NOTE: The following checklist must be completed prior to submission to the relevant Head Teacher.

This form must be submitted and signed by the Deputy Principal **1 DAY PRIOR** to the submission date of the assessment task.

See over the page for details of what constitutes a valid extension request.

Student Name: Teacher Name: THIS FORM WILL NOT BE ACCEPTED UNLESS ALL BOXES ARE TICKED: ☐ Reason for extension request completed ☐ Supporting documents attached e.g. Work Placement ☐ All course and task details to be completed ☐ Parent/Carer signature and date completed ☐ Classroom teacher/Head Teacher comment/signature completed ☐ Student signature and date completed Once this form has been completed, the student must then hand the request form to the Deputy Principal **Reason for Extension Request:** Original task due date: _____ Course Name: What % is the task worth: Task Name: Task Number: \Box 1 \Box 2 \Box 3 If 'Yes' – when? Has the task been completed / handed in? Yes □ No □ New submission date: Have you submitted an Illness/Misadventure/Extension for this course before? Yes □ No □ Will you lodge an appeal for this Extension in another course(s)? Yes □ No □ Classroom Teacher Recommendation: Date: Classroom Teacher Signature: **Documentation Attached:** Doctor's Certificate Other

Please describe: Parent/Carer Signature: Date: Date: _____ **Student Signature: Head Teacher Signature:** Date: DEPUTY PRINCIPAL TO COMPLETE: **REQUEST UPHELD:** Yes □ No □ (No – student may receive zero for the task) Deputy Principal Signature: Date:

Alternate Submission Date

New Date:

Extension Guidelines

Tuggerah Lakes Secondary College The Entrance Campus will only consider awarding special consideration in cases of an **Extension.** These may be defined as follows:

Consideration for an **Extension** may include but not limited to:

- Representing the College or campus (leadership, sport, academic).
- Work Placement or Work Experience.
- Other extracurricular activities (e.g. School Business, Excursions etc.).
- Approved leave from school.

NOTE:

- Extension forms must be completed with the Deputy Principals approval by 2pm one day prior to the due date of the assessment task.
- Absence from school on the day of an assessment task does not warrant an extension. Please refer to the guidelines for Illness/Misadventure.
- All assessment tasks are published in the Assessment Schedule and Policy Handbook received by students at the beginning of their Year 11 and Year 12 HSC Courses.
- If an Extension Request is rejected by the panel, a mark of zero will be awarded. A student may further appeal this decision via a panel to be convened by the Principal.
- Supporting documentation needs to be attached to all Extension forms including Medical Certificate, Evidence of School Work Placement or Excursion etc.

If an Extension Request is approved, the student will either:

- Complete the original task with an alternate submission time and date.
- Complete an alternate task of similar rigor based on the same outcomes.

In completing and submitting this form, those lodging the appeal agree to the conditions and policies above.