

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.