



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:

- | | |
|---|--|
| <input type="checkbox"/> Reason for extension request completed | <input type="checkbox"/> Supporting documents attached |
| <input type="checkbox"/> All course and task details to be completed | <input type="checkbox"/> Parent/Carer signature and date completed |
| <input type="checkbox"/> Classroom teacher/Head Teacher comment/signature completed | <input type="checkbox"/> 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: _____

Course Name: _____

Original task due date: _____

Task Name: _____

What % is the task worth: _____

Task Number: 1 2 3 4

Has the task been completed / handed in? Yes

If 'Yes' – when? _____

No

New submission date: _____

Have you submitted an Illness/Misadventure/Extension for this course before?

Yes

No

Will you lodge an appeal for this Illness/Misadventure in another course(s)?

Yes

No

Classroom Teacher Recommendation: _____

Classroom Teacher Signature: _____

Date: _____

Documentation Attached: Doctor's Certificate

Other

Please describe: _____

Parent/Carer Signature: _____

Date: _____

Student Signature: _____

Date: _____

Head Teacher Signature: _____

Date: _____

DEPUTY PRINCIPAL TO COMPLETE:

REQUEST UPHELD:

Yes

No

Student notified of decision

Deputy Principal Signature: _____

Date: _____

Extension of Time New Submission 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:

An extension **may** be granted for in class assessment tasks only for the following reasons:

- Representing the College or campus on the day the task is due (leadership, sport, academic),
- Work Placement on the day the task is due,
- Other extracurricular activities on the day the task is due (e.g. School Business, Excursions etc.),
- Approved explained leave from school on the day the task is due (e.g. injury or illness),
- Illness/injury in the lead up to the task.

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 in Assessment Policy, Schedule and Malpractice Policy.
- All assessment tasks are published in the Assessment Policy, Schedule and Malpractice 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 within 5 days of notification.
- Supporting documentation needs to be attached to all Extension forms including Medical Certificate, Evidence of School Work Placement or Excursion, doctors certificate etc.

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

- Complete the original task with an extension of time.
- Complete an alternate and comparable 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.