



Heritage College Sydney

wisdom through knowledge

ASSESSMENT TASK EXTENSION/ILLNESS/MISADVENTURE/ENDORSED LEAVE FORM

An extension of time to complete an assessment task will be granted **ONLY** in cases of verifiable illness or exceptional circumstances. Parents/caregivers who believe that their student/child has a case for an extension of time should apply to the Assistant/Deputy Principal prior to the due date or within 1 working day to discuss relevant circumstances. If students are absent from an assessment task or are unable to submit an assessment task through illness, misadventure or endorsed leave:

- The task may be submitted electronically on the due date
- The task may be brought to school by someone else and personally lodged with the KLA teacher. *No responsibility will be taken if a student gives an assessment task to another student, teacher or office staff member.*
- The student or his/her parent should telephone the school and inform the KLA Teacher.
- An Assessment Extension/Illness/Misadventure/Endorsed leave form must be lodged with the Assistant/Deputy Principal for consideration.
- A doctor's certificate is advisable if the application is on medical grounds
- If the assessment task has not previously been lodged, the student must hand in or complete the assessment task on the **FIRST DAY** the student returns to school
- A teacher may make alternative arrangements such as equivalent task or an estimate.

STUDENT NAME: _____ YEAR: _____

SUBJECT: _____

CLASS TEACHER: _____

DATE OF FORM SUBMISSION: _____

TASK FOR WHICH CONSIDERATION IS SOUGHT: _____

DUE DATE OF TASK: _____

REQUESTED NEW DUE DATE: _____

YOU ARE SEEKING CONSIDERATION FOR: (circle one) Illness Misadventure Other reason for extension

Attach all necessary Medical and other Documentation

PROVIDE DETAILS AND REASONS FOR YOUR REQUEST:

Parent/ carer Name: _____ Parent/carer Signature: _____

EXECUTIVE DECISION - Granted / Declined _____

NEW DUE DATE: _____

Signature: _____ Date: _____

FOLLOW UP: If an extension of time is declined by the Assistant/Deputy Principal, an appeal may be made to the Principal for further consideration.

Appeal to Principal? YES/NO Date Lodged:

Principal Decision: _____ Signature: _____ Date: _____