



## 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 and students who believe there is a case for an extension of time should apply to the KLA teacher prior to the due date or within 1 working day to discuss relevant circumstances. This will be verified with the Assistant/Deputy Principal with the appropriate support documents and KLA teacher.

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 (generally in PDF format)
- 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/carer should telephone the school and inform the KLA teacher of their absence
- An Assessment Task Extension/Illness/Misadventure/Endorsed Leave form must be lodged with the KLA teacher and verified 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 submitted, the student must hand in or complete the assessment task on the *FIRST DAY* the student returns to school
- If an assessment task extension is not justified or sought, the College's usual assessment policy penalties will apply

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: \_\_\_\_\_