

ASSESSMENT EXTENSION REQUEST FORM



EXPECTATIONS

- An extension can be requested in extenuating circumstances (such as, but not limited to: continued illness, sudden severe illness and family tragedy) to extend the date of an assessment piece or draft within two (2) weeks of the due date.
- Difficulties such as work commitments, technological failure, holidays and hobby commitments do not constitute reasons for an extension.
- The extension request must be submitted at least four (4) days before planned due date.
- Evidence for the assessment must be attached to the form.
- Completion of the extension request form does not guarantee an extension will be approved - only when the form is returned to the student with an approval will the new date be valid.
- The extension request will be evaluated by both the class teacher and the Principal.
- For an assessment extension, if no draft has been submitted, an extension will not be considered.
- If no final is submitted at the extended date, the draft submission will be marked instead.

Class: _____ **Semester:** _____ **Year:** _____

Student Name: _____

Teacher Name: _____

Assessment Title: _____ **Identification Number:** _____

Due Date: ____/____/____ **Proposed New Due Date:** ____/____/____

Reason for Extension: _____

Supporting Evidence Attached: **Medical Certificate** ☐ **Parent Note** ☐

Parent Signature: _____ **Date:** ____/____/____

Teacher Signature: _____ **Date:** ____/____/____

Principal: _____ **Date:** ____/____/____

Extension Approved: _____ **New Assessment Date:** ____/____/____

A copy of this must be attached to the front page of the assessment or the extension will be considered null and void.