



St John's College Nambour



STUDENT APPLICATION FORM FOR TIME EXTENSION (ASSESSMENT ITEM)

Application for time extension should be made to students' **subject teacher A MINIMUM OF 24 HOURS** prior to the indicated **submission due date for an assessment. A request for extension of time on the due date is not appropriate.** Students should be able to show some evidence that an attempt has been made to commence and complete the assessment by the indicated submission date (e.g. notes, first draft, etc.). Final approval for time extension will be made by the relevant **Curriculum Middle Leader** in consultation with the **subject teacher**. A record of the application will be kept on file and recorded in the College's Student Behaviour Support Database.

STUDENT'S NAME: SUBJECT:

SUBJECT TEACHER:

Date assessment issued: / / 2018. Date assessment due: / / 2018

Assessment Task:

Reason(s) for application for time extension:

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.....
.....

Supporting evidence attached: Yes / No

(Note – all supporting evidence must meet QCAA guidelines in order to be approved)

If No: Supporting evidence available from: Year Level Leader Assistant Principal Deputy Principal Counsellor

Signed (person holding the evidence): Date / / 2018

Signed (Student): (Parent/Carer): Date: / / 2018

Approved: Yes / No Curriculum Middle Leader: Date: / / 2018

New submission date: Date: / / 2018

Office Use Only

Application issue date: / / 2018

OUTCOME:

Copies to: Curriculum Middle Leader / Subject Teacher / Student / Year Level Leader / Assistant Principal

Entered into SBSS Database by teacher

Email generated for parents.