

EXTENSION REQUEST PROCESS FOR STUDENTS

This document is the student version of the Submission of Work and Deadline Policy, which only applies to summative tasks with an extended timeline of at least a week.

- For summative tasks of two weeks or longer, an extension request should be made at least three days before the deadline.
- For summative tasks of less than two weeks, an extension request should be made at least one day before.

To request an extension you will need to:

- 1. Speak to your subject teacher as soon as you realise you'll need an extension**
- 2. Fill in an Extension Request Form and have it signed by your parent/caregiver**
- 3. Submit the form to your subject teacher for approval. If approved, your teacher will inform you and record it on Daymap**

If extenuating circumstances occur on or very close to the deadline (and prevent you from following the process above), you will need to:

1. Inform your subject teacher in writing as soon as possible (either by email or Daymap)
2. Try to submit the work you have completed
3. Negotiate an extension with your teacher upon your return

Examples of extenuating circumstances may include:

- Physical incapacitation – eg: broken arm
- Illness (with a medical certificate for senior students)
- Genuine personal issues with some evidence to corroborate the issues
- Extended illness of student or staff or parent/caregiver
- Car accident
- Natural disasters eg: bushfire or flood
- Power cut

Please note: The granting of an extension and its length are at the discretion of the subject teacher and will depend on the nature, length and timing of the interruption.