

Application for Extension

Fill in the top section, attach appropriate letters or certificates and hand to your subject teacher/ HOD / Principal's nominee. They will inform you of the decision made, and file this with your work.

Name:	
Form class:	
Date of application:	
Subject & name of teacher:	
Standard number and title:	
Type of assessment (practical, assignment, test, etc)	
Date of assessment or due date:	
Circle to indicate the assessment decision you are appealing:	1. The grade 2. Missed / late assessment 3. Further assessment 4. A breach of the rules (eg misconduct, cheating, plagiarism) 5. Other
Explain why you think the incorrect decision has been made:	
What do you think is the correct assessment decision? (Please state or attach any evidence that you have to support this).	
Notes of person investigating:	
Decision by HOD / Principal's nominee:	

Outcome communicated to student by:

Date

Student signature

Date

Staff member signature

Date