



REQUEST FOR EXTENSION

Please photocopy and complete this form and hand to your subject teacher. This must be completed and handed in at least **48 hours** before the assessment is due to be submitted.

Please refer to the information from our Assessment Policy over the page.

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|-------------------------|---------------------|--------------|
| SUBJECT: | LEVEL: | |
| NAME: | HOUSE/GROUP: | DATE: |
| STANDARD TITLE: | | |
| SUBJECT TEACHER: | | |

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| REASON FOR REQUEST: |
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DOCUMENTS ATTACHED: YES / NO (Medical certificate)

STUDENT'S SIGNATURE: _____

CAREGIVER'S SIGNATURE: _____

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|---|-----------------------|
| OFFICIAL USE ONLY | |
| <input type="checkbox"/> Request Granted <input type="checkbox"/> Request Declined | NEW DUE DATE: |
| HOD Recommendation: | HOD signature: |



LATE ASSESSMENTS: Work for NCEA internally assessed standards not submitted on time and not covered by an extension will not be assessed.

Grounds for Extensions:

Extensions should be discussed and agreed before the due date for an assessment.

Given the specific grounds for an extension (see below) there is flexibility here; If there is a further assessment opportunity for the standard provided in the course, the student will use that.

An extension is only available when the student is absent and unable to meet the completion date for reasons beyond their control (e.g. sickness or bereavement).

The following scenarios **DO NOT** qualify for extensions under NZQA's regulations:

- **Absence because of school trips (e.g. field trips, sport or music events). These are timetabled and foreseeable**
- **"Self interested absence" (e.g. family holidays during term time)**
- **"Willful absence" which can include submitting work late without good reason or refusing to hand in tasks. In all these instances no grade will be awarded and student's ability to be assessed for the standard concerned will depend on whether a further opportunity is offered.**

1. If a student is absent for an assessment where attendance is required on a particular day (such as a test or laboratory practical) the HoD may allow the student to undertake the task as soon as convenient on his or her return to school, provided:

- the HoD is reasonably confident that the student will not have an advantage over other candidates by undertaking the task at a later date,
- *and* the student produces a doctor's note or provides some other evidence for the absence, and the reason for the absence is acceptable to the HoD. (Absences due to illness, injury, and bereavement are usually acceptable.)

- If the reason for absence is not acceptable to the HoD, no assessment or reassessment opportunity will be provided.
- If the student would be advantaged by doing the original task, the HoD may offer an alternative task if that is practicable and convenient, or the HoD may look for earlier evidence that the standard has been achieved (such as evidence obtained from a formative assessment).
- If neither of these options is possible, no grade will be awarded.

2. For any assessment activity which has to be handed in or completed by a particular day (such as an essay or an assignment):

- If a student is absent from school on the due date, then it is the responsibility of the student to either hand the assignment in before the due date (if the absence is due to a school trip or sporting fixture, etc) email to the teacher (if appropriate) make arrangements for the assignment to be delivered to school by a friend, parent, or courier service. However, in this situation, HoDs may accept work that is handed in late, at their discretion.

3. A student may apply to the HoD for an extension of the deadline if there are extenuating circumstances. If the reasons are acceptable to the HoD, the HoD will stipulate (and record on departmental files) a new deadline which is fair, not only to the student concerned, but to other students.

In all other circumstances, work handed in after the deadline will not be accepted or assessed.