



BRACKEN RIDGE
STATE HIGH SCHOOL

APPLICATION FOR EXTENSION – (NON-EXAMINATION)

STEP ONE	STUDENT TO COMPLETE	
	Name:	Date request submitted:
	Subject:	Due Date of Assessment:
	Type of Assessment Task:	
	Reason for extension:	
	Documentary Evidence Attached: YES / NO	
	Student Signature:	Parent/Carer Signature:
STEP TWO	TEACHER TO COMPLETE WITH HEAD OF DEPARTMENT	
	Industry during assessment preparation to date:	
	Number of lessons missed:	
	General comment:	
Teacher Signature:		
STEP THREE	HEAD OF DEPARTMENT TO COMPLETE	
	Approved / Not Approved	New due date:
	Comments	
HoD Signature:		

Note:

- **Applications for extensions – (non-examination)** must be submitted at least 48 hours prior to the assessment due date to the Faculty Head of Department or Junior/Senior Schooling Head of Department
- Evidence of relevant work previously completed may be requested as a part of the approval process
- Separate forms must be submitted for each piece of assessment for which extensions are sought.