

## Application Change of Assessment Date (Late, Extension, Missed Assessment)

---

Change of Assessment Date form is at the back of this handbook or can be obtained from the students centre or from the Principal's Nominee.

Accumulated evidence for the particular standard being assessed can be used to determine a grade, if the **absence or missed deadline is justified**.

OR - **No award** can be given if sufficient evidence is not available.

If a student cannot hand in an assignment on time, or do an in-class test or practical activity on the day, then they must apply to the Principals Nominee as soon as they know they will be late with an assignment or will be absent, or as soon as they return to school. Valid reasons for requesting an extension of time or a new assessment date are:

- **Illness/Sickness**: A medical certificate with the completed Missed assessment form should be supplied. Students may access the Missed Assessment form at the back of this student handbook or from the Mrs Heffernan Deputy Principal – Curriculum.
- **Family trauma**: a note from the parent/caregiver, counsellor, dean or homeroom teacher must be supplied.
- **Sporting/cultural activity**: This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.

In all cases **where possible, this form should be completed prior to an assessment**. An 'Application Change of Assessment Date form must be filled in and given to the Principal's Nominee. Requests for extension of time must be made before the due date.

Based on the information presented in the 'Application Change of Assessment Date', the Principal's Nominee may decide to:

- grant an extension
- set a new assessment date
- deny the application and award no credit for the standard(s) concerned

Teachers keep records of student progress toward externally assessed standards. Candidates for externally assessed achievement standards who have suffered from a temporary illness, non-permanent disability or other event close to or during external assessments, which has significantly impaired their performance, may apply for compassionate consideration.

If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by the Deputy Principal- Curriculum

If you do not sit the assessment at the correct time, the only people that can grant an extension is a Deputy Principal and Principal's Nominee

**PLEASE NOTE NO EXTENSION CAN BE GIVEN TO A STUDENT GOING ON A FAMILY HOLIDAY**

# **Application Change of Assessment Date (Late, Extension, Missed Assessment)**

---

## **Student and Teacher procedures for an Extension/Change of Assessment Date and Missed/Late Assessment**

Application Change of Assessment Date (Late, Extension, and Missed Assessment) form is at the back of this handbook or can be obtained from Principal's Nominee or the student centre.

### **Student and Teacher Steps!**

1. Go to the back of the student handbook Pg29 or go to the student centre and collect a change of assessment date application form.
2. Student completes form and attaches necessary documentation (E.g.: Medical Certificate, letter)
3. Student gives Change of Assessment application form to their Course/subject teacher.
4. They (Teacher and student) collectively discuss the change in assessment date
5. Teacher signs the form, completes date for extension, and completes recommendation section.
6. Student hands in form and meets with the Principals Nominee.
7. Principals Nominee will make a decision within a short period (3 working days).
8. Copy of Application Change of Assessment Date (Late, Extension, and Missed Assessment) form will be given to the student.
9. Student must show this form to their course / subject teacher with the decision/date made by the Principals nominee.

