



Application for extension of assignment

Students wanting an extension for a piece of assessment are to fill in the details below and hand this form to their Subject Teacher for comment. Then the student must take this form to the Head of Department for approval. The HOD passes the form to the Head of School - Secondary. This form must be filled in **prior to the due date** of the assignment.

Student name:		Form class:	
Subject:			
Evidence attached: (eg. Medical certificate)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Type of assessment: _____

Conditions: _____

Due date: _____

Reason for extension: _____

Length requested: _____

Teacher's comments: (re conditions, eg. time allowed in class) _____

Length of extension recommended: _____

Signature: _____ Date: _____

HOD's signature: _____

Head of School – Secondary approval: YES NO

Length of extension: _____

Signature: _____ Date: _____