



APPLICATION FOR SPECIAL CONSIDERATION IN ASSESSMENT TASKS

If illness, accident, misadventure or special circumstances prevent a student from completing a set task on or by the due date, the College must be advised immediately the situation is known. For requests which require an extension of time, this form must be submitted as soon as the requirement is known, but at least two days prior to the due date. This form must be completed and handed to the Leader of Learning of the subject affected.

STEP ONE

Name	<input type="text"/>	Academic Year	<input type="text"/>
Course	<input type="text"/>	Class	<input type="text"/>
Teacher	<input type="text"/>	Faculty	<input type="text"/>

STEP TWO

Task number and description	<input type="text"/>		
Due Date	<input type="text"/>	Date of Submission	<input type="text"/>

Reason for this Application

- Extension due to illness or accident/misadventure/family circumstances
- Extension due external commitments (attach Principal's letter or other)
- Absence due to illness or accident/misadventure/family circumstances
- Non-completion due to illness or to accident/misadventure/family circumstances
- Under-achievement due to illness or accident/misadventure/family circumstances

STEP THREE

Medical certificate, explanatory letter, permission letter or other evidence provided (student to list)

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Attach supporting documents such as medical certificates or formal reports of accidents.

You should seek independent evidence, such as medical certificates, either immediately before or after each assessment/examination for which you are applying. The documentation you provide must be current, specific to the date and time of the assessment/examination, and submitted with this application form. A medical certificate that merely states you were unfit for work/study is unacceptable.

Appeals based on technical difficulties must be supported by screen-shots and/or unmodified copies of submission. If the reason for the appeal is a confidential or personal issue, the signature and endorsement of the Principal, Assistant Principal – Learning and Teaching or School Counsellor may be substituted.

STEP FOUR

Recommendation
by the Leader of
Learning

New due date:
OR
Mark Adjustment/Estimate:
Other:
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Supported



Not supported

Signatures

Student

Leader of Learning

STEP FIVE

Once the Leader of Learning has made a recommendation, this form must be **submitted to STUDENT SERVICES** for endorsement by the Assistant Principal – Learning and Teaching.

RIGHT OF APPEAL

A student has the right of appeal if he or she feels aggrieved by the decision made in Step Four. To appeal this decision, the student must present a written response stating the grounds for appeal, attach this form and submit it through **STUDENT SERVICES** to the:

Assistant Principal – Learning and Teaching

AP – Learning
and Teaching
Determination

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Supported



Not supported

Signatures

Student

Assistant Principal – Learning and Teaching