

## Extension application form

### Unexpected illness or misadventure

Student name					
MIS ID		LUI		Year level	

Extensions are for unforeseen circumstances or events that occur close to the due date.

Extensions are **not available for known events** (for example, sporting competitions, religious activities/reasons, holidays). In these cases, the student should negotiate to submit their work before the due date.

Reference: Queensland Curriculum and Assessment Authority

### Information for Parents/Carers/Students

- Evidence of the student's work to date on the task must be provided with the extension application.
- If an extension is approved, a new due date for the task will be specified. If no response is submitted by the new due date, the most recent evidence will be graded.
- 'Days' include weekends, public holidays, student-free days and school holidays.
- If, on the due date, the student has not been notified that an extension has been approved, they must submit a response to the task via the method specified on the task sheet. If an extension is later approved, the student will be able to submit a new/updated response.
- Extensions of the due date for a draft or checkpoint should be negotiated directly with the teacher.
- A separate Application must be made for each assessment item however the same medical certificate can be attached to each application.

### Years P–10

#### Supervised and unsupervised assessment including exams

##### 1. Extensions up to three days — submitted to teacher for approval (this form is not needed)

- An extension of up to three days may be granted by the teacher where appropriate justification has been provided.
- The extension request must be made by email directly to the subject teacher.
- The extension request must be made before the due date.
- The extension request must come from the parent or carer.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)

##### 2. Extensions over three days — submitted to Head of Department for approval

- An extension of more than three days may be granted by the HoD where appropriate justification has been provided.
- The extension must be requested on the Extension application form available on the BrisbaneSDE website.
- When applying for no more than two subjects, the application must be made by email directly to the HoD, with a CC to the teacher.
- Where a student requires extensions for three or more subjects, please contact the relevant year-level Deputy Principal via email: [Executive\\_Support@brisbanesde.eq.edu.au](mailto:Executive_Support@brisbanesde.eq.edu.au) for support.
- The application must be made before the due date.

- The application must come from the parent or carer.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- A medical certificate or other relevant documentation must be attached to the email.

## Years 11–12

### Supervised and Unsupervised Assessment

#### 1. Extensions up to three days — Submitted to teacher for approval

- An extension of up to three days may be granted by the teacher where appropriate justification has been provided
- The extension must be requested on the Extension application form available on the BrisbaneSDE website.
- The application must be made by email directly to the subject teacher.
- The application must be made before the due date.
- The application must come from the parent or carer and from their email account
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- A medical certificate if available or detailed explanation of the reasons for request.

#### 2. Extensions beyond three days — Submitted to Head of Department for approval

- An extension of more than three days may be granted by the Head of Department where appropriate justification has been provided.
- An application for an extension of more than three days must be submitted using the Extension application form available on the BrisbaneSDE website.
- The application must be made by email to the HoD with a CC to the subject teacher(s).
- Where a student requires extensions for three or more subjects, please contact the relevant year-level Deputy Principal via email: [Executive\\_Support@brisbanesde.eq.edu.au](mailto:Executive_Support@brisbanesde.eq.edu.au) for support.
- The application must be made before the due date.
- The application must come from the parent or carer and from their email account.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- If the reason for the application relates to a medical condition, Part A and Part C of the [AARA medical report form](#) must be completed by a medical practitioner and attached to the email. Any other reason must be supported with official documentation.

## Application for extension

Applications over three days will not be considered without appropriate medical or other supporting documentation.

### 1. Details of request

Subject	Year level	Teacher	Task (e.g. FA1)	Original due date	Requested due date

<b>Under three days</b>	Send to Subject Teacher
<b>More than three days</b>	Send to Head of Department (by subject)
<b>Three or more subjects for more than three days</b>	Send to Deputy Principal via Executive Support at <a href="mailto:Executive_Support@brisbanesde.eq.edu.au">Executive_Support@brisbanesde.eq.edu.au</a>

### 2. Reason for request

<b>Medical (illness)</b>			
Provide details			
Is a medical certificate (Years P–10) or <a href="#">AARA medical report form</a> (Years 11–12) attached?			
Yes	No	Date of issue	
Dates that the doctor has certified that the student is unable to participate in schooling			
Date from		Date to	

<b>Non-medical (misadventure)</b>			
Provide details			
Is documentation attached to support the application?			
Yes	No		

[BrisbaneSDE staff contact list](#)

## Flowchart and check

### Up to three days

Years P–10			Years 11–12		
↓		Apply by email to subject teacher with reasons	↓		Apply using Extension application form
					Email to subject teacher
		Before due date			Before due date
		By parent/carer			By parent/carer
		Include evidence of work			Include evidence of work
					Include medical certificate or detailed explanation

### Over three days

Years P–10			Years 11–12		
↓		Apply using Extension application form	↓		Apply using Extension application form
		Email to HoD, CC to teacher			Email to HoD, CC to teacher
		Before due date			Before due date
		By parent/carer			By parent/carer
		Include evidence of work			Include evidence of work
		Include medical certificate of other documentation			Include Part A and Part C of AARA medical report form from medical practitioner

### Declaration

By submitting this form electronically using a unique email username and password, you declare that the information contained in the form is correct, that you are authorised to provide it to the school, and that you authorise the school to provide the information to the Queensland Curriculum and Assessment Authority if necessary.