PALM BEACH CURRUMBIN STATE HIGH

Assessment Extension, Change of Date & Adjustment Application

This form is used if a student is unable to access an assessment due to:

- a representative activity
- an unexpected serious event or circumstance
- a temporary illness or injury.

This application must be submitted no later than **48 hours** before the assessment due date, unless in exceptional circumstances. **Please note:** Granting of requests are not automatic and will be considered based on the evidence provided and the school's assessment policy.

Student Name: _____ **Year Level**: _____

Application Types:

- **Assessment Adjustment:** Adjustments to how an assessment is completed due to a temporary medical condition (e.g. extra time in exams, rest breaks, scribe, assistive technology, or modified response method).
- **Extension (Assignment):** Additional time to complete and submit an assignment.
- **Change of Date (Exam):** Request to sit an examination at a later date.

Subject/s application applies to:

Subject	Teacher	Assessment	Current Due Date	Application Type	Requested Change/Support

Please continue to the next page.

Reason for Application:

Describe the illness, medical condition, or unexpected event: _____

_____

_____

Date of diagnosis / onset / occurrence: _____

Explain how this may affect/affected your ability to prepare for or complete this assessment:

_____

_____

_____

Please continue to the next page.

Supporting Documentation (place an X in the appropriate box)

☐ Letter of confirmation of selection for representation.

☐ Medical certificate/letter/report

☐ Supporting documentation for event

☐ Other evidence:

Please include any supporting documentation with your application.

Parent/Carer signature: _____ **Date**: _____

Submission

Submit the completed form using one of the following methods:

- Email the completed form to ParentSupport@pbc-shs.eq.edu.au.
- Students may submit applications directly to the relevant Head of Department (HOD).
- Years 7–9: Provide a printed copy to Junior Secondary Student Services (A Block).
- Years 10–12: Provide a printed copy to Senior Secondary Student Services (Y Block).

Completed by HOD

Change Authorised: ☐ **Yes** ☐ **No**

HOD Comment:

_____

_____

HOD signature/stamp: _____

1. **Record the contact in OneSchool.** Suggested entry:
   Change of Date / Extension / Assessment Condition Support request: Approved / Not approved (include reason if not approved).
2. **Notify outcome:** Email the parent/carer, teacher and student informing them of the outcome.