Application for Extension
Assessment other than Examination

Step 1

STUDENT TO COMPLETE	
Name:	Date request submitted:
Class:	
Due date of assessment:	Subject:
Name of Assessment:	
Reason for extension:	
Documentary evidence attached:	YES / NO
Student's Signature	Parent/Carer Signature:

Step 2

TEACHER TO COMPLETE
Work effort during set preparation time:
Number of lessons missed:
General Comment:
Teacher's Signature

Step 3

FACULTY HoD TO COMPLETE	
Approved	Date Now Due:
Not Approved	☐
Comments:	
Entered on OneSchool ☐	Date:
Faculty HoD's Signature	