

Application for Extension – VCE

The purpose of an extension is to provide students with equitable support when unforeseen or exceptional circumstances affect their ability to complete extended School Assessed Tasks or coursework by the original due date. Extensions are intended to ensure fairness by allowing additional time without compromising the integrity of assessment requirements or providing an unfair advantage. Extensions are not designed to replace attendance for School Assessed Coursework (SACs), which must be completed under approved conditions. Any absence from a scheduled SAC must be supported by a valid medical certificate.

To be granted an extension, students must complete and submit this form to the relevant Head of Year Level at least 24 hours before the original due date, or, in cases of absence, within three school days of returning to school. Failure to do so may result in the student receiving an ‘N’ (Not Satisfactory) for the Outcome.

Procedure

1. The student must complete the Application for Extension Form below and attach supporting documentation.
2. The student should consult their classroom teacher to arrange an alternate date for submission.
3. The completed form with suitable documentation attached should be submitted to the Head of Year Level for review at least 24 hours before the due date or within three days of returning to school.
4. The student and classroom teacher will be notified by the Head of Year Level if the extension has been approved or not approved.

*NB: Extensions will not be granted for reasons related to poor time management or competing non-school commitments.

Failure to submit the work by the extended deadline will result in the task being treated as a late submission, with penalties applied in accordance with the school’s Late Submission of Work Policy.

Student Name: _____

Year Level: _____

Details of Task:

Subject Code (12ENG07)	Teacher Code	Original Due Date	To be approved by the classroom teacher:	
			Proposed new date for submission: <i>*Including any additional details.</i>	Teacher signature:

Reason for rescheduling (tick the appropriate box):

<input type="checkbox"/>	Ongoing illness or injury
<input type="checkbox"/>	Significant personal or family circumstances (e.g. bereavement)
<input type="checkbox"/>	Approved school activities
<input type="checkbox"/>	Other (<i>explain</i>):

I have attached the required documentation.

Student Signature: _____

Date: _____

Approved / Not approved

Head of Year Level Signature: _____

Date: _____