

Application for Extension – Assessment other than Examination



STUDENT TO COMPLETE	
Step 1	Name: _____ Date request submitted: _____
	ARC Class: _____ Student ID No: _____
	Due date of assessment: _____ Subject: _____
	Type of Assessment/Examination: _____
	Reason for extension: _____

	Documentary evidence attached: _____ YES / NO

	Student's Signature _____ Parent's Signature _____

TEACHER TO COMPLETE	
Step 2	Work effort during set preparation time: _____

	Number of lessons missed: _____
	General Comment: _____

	_____ Teacher's Signature

FACULTY HoD TO COMPLETE	
Step 3	Approved <input type="checkbox"/> _____ Date Now Due: _____
	Not Approved <input type="checkbox"/> _____
	Comments: _____

	Entered on OneSchool <input type="checkbox"/> _____ Date: _____ Referral to HoY via OneSchool <input type="checkbox"/> _____
	_____ Faculty HoD's Signature