



Year 12 AARA - Request for adjustment to Assessment

To be arranged with the HOD - Year 11/12 at least one week prior to submission.

Part A **To be completed by the student**

Student _____ Year _____

Subject _____ Teacher _____

1	Extension to timeline for upcoming assessment from HOD and class Teacher	
2	Extension to timeline for upcoming examination being sought from HOD and class teacher	
3	Medical Condition necessitating special consideration to assessment being sought from HOD and class teacher	
4	Request for Exemption for Assessment (Bereavement, Long Term Medical)	

To be completed by student/case manager

SUBJECT & ASSESSMENT*	TEACHER	DUE DATE
<small>*e.g. English / Written assignment / IA2</small>		

Reason (Attach Evidence)

Student is making the request to vary the condition because:

Relevant documentation has been attached - Yes/No

Declaration: In applying for this variation, I assure that I am not seeking an unfair advantage over other students in this course.

Student Name _____ Parent Name _____

Student's Signature _____ Parent's Signature _____



Part B**To be completed by Head of Department****Extension Approval****REASON FOR REQUEST (to be elaborated on in other documentation)**Cognitive Physical Sensory Socio-Emotional

*Timeframe: Short term / Ongoing / Permanent

DOCUMENTATION SUPPLIED:

QCAA Medical Report

QCAA School Statement

QCAA Student Statement

Medical Certificate

Other Practitioner Letter

To be completed by Head of Department (HOD)

SUBJECT & ASSESSMENT*	REVISED DUE DATE/S	HOD NAME	HOD SIGNATURE

Reason if not granted _____

NOTE THIS FORM MUST BE ATTACHED TO THE ASSIGNMENT WHEN IT IS SUBMITTED.**OFFICE USE ONLY**

- | | |
|---|--|
| <input type="checkbox"/> All relevant sections completed/signed
<input type="checkbox"/> Supporting documentation received
<input type="checkbox"/> Student / HOD / Teacher / Parents / DP advised of outcome of AARA application | <input type="checkbox"/> OneSchool record entered / updated
<input type="checkbox"/> ID Attend updated
<input type="checkbox"/> Application filed in student file in Admin |
|---|--|