



ABN 22 010 555 389

# MACKAY CHRISTIAN COLLEGE

Christian Education on Purpose

## Application for an Assignment Extension

### Instructions for students

If your response to the assignment is required to be printed out, this application form should be printed out and attached to the front of your assignment after all sections have been completed. For digital assignment submission, the application form should be submitted in digital form along with the assignment.

Please complete the details below, as well as the section on page 2 stating your reasons for applying for an extension or late submission. Then email the form to your subject teacher for their consideration. You need to provide your teacher with reasons for your application. Attach supporting documentation (notes/ photocopies of medical certificates etc) to your email.

STUDENT NAME: Click or tap here to enter text.

YEAR & HFG: Click or tap here to enter text.

SUBJECT: Click or tap here to enter text.

TEACHER: Click or tap here to enter text.

**ASSIGNMENT DUE DATE** (as per task sheet): Click or tap to enter a date.

### Instructions for subject teacher

In consultation with the student, complete the sections overleaf, then email this form to the Head of Academics for consideration. The student is then to be notified as soon as a decision is made.

### Final decision (Head of Academics)

- ☐ An extension has been granted.  
The work submitted by the new due date is to be marked without penalty  
**Extension / Late Submission due Date:** Click or tap to enter a date.
- ☐ No extension has been granted.  
Work submitted on the original due date will be marked according to the College Assignment Policy.

Head of Academics :

Date : Click or tap to enter a date.

### M.C.C. ASSIGNMENT STATEMENT:

(Please see the College website for the full assignment policy.)

If the student was ill or absent for a valid reason on the day the assignment was due, a note from a parent is sufficient in Yrs 7-10.

For Yr 11/12 students, a medical certificate must accompany the late assignment as well as a note from a parent OR the mark will be based on work sighted by the teacher by the due date.

Extensions should be applied for at least 3 days before the assignment due date unless there are exceptional circumstances.

### STUDENT TO COMPLETE

#### Reason for extension or late submission:

Click or tap here to enter text.

### SUBJECT TEACHER TO COMPLETE:

**Extension Date Requested:** Click or tap to enter a date.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Is there evidence of work attempted so far  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is this the first extension request from this student for this subject this year? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Has parent communication been received?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are there extenuating circumstances?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

☐ **I DO** agree that this student should be granted an extension.

☐ **I DO NOT** agree that this student should be granted an extension.

Comment by subject teacher (if needed) : Click or tap here to enter text.

Subject Teacher: Click or tap here to enter text.

Date : Click or tap to enter a date.