



Application for Special Provisions

STUDENT NAME: _____ STUDENT ID: _____

YEAR LEVEL: _____ CARE CLASS: _____ DATE SUBMITTED: _____

Dear Student,

Read the **Assessment Policy** (attached to this form) and on pages 14 &15 of the Student Diary. Students, who have prior knowledge of commitments which may prevent them from submitting assessment on the due date, such as; sporting events, excursions, camps, religious, cultural or family commitments or holidays, external study clashes, SATs or work experience, must submit/complete assessment items PRIOR to the due date, in consultation with their teacher and relevant Head of Department. For test security reasons, a Head of Department may vary test dates.

For any of the above commitments, complete Section One below.

SECTION ONE:

SUBJECT Special Provisions requested for (only one subject per application) _____

(Assessment schedule listed in student G Drive)

Assessment Item	Class Teacher	Due Date of item	New Due Date Requested

Parent Signature Required: _____ Date: _____

Take this completed Application form to the subject Head of Department:

- Approved**
- Not Approved.** Rating will be judged on evidence on or before the due date. Reason:

HOD Name: (Printed)

HOD Signature:

Completed application is to be handed in BY STUDENT at Student Administration for action.

A student may appeal a HOD's 'Not Approved' decision if there are exceptional circumstances. Appeals should be directed to the relevant Year Level Director.

SECTION TWO: Health or Exceptional Circumstances Special Provisions request:

If you have medical, mental health or exceptional circumstances attach to this form full documentation and submit it to your Guidance Officer ASAP.

Special Provisions is requested due to: (tick the appropriate box)

- Medical: Certificate/s attached. Other – Please attach supporting documentation
- Mental Health - Please attach supporting documentation/details
- Bereavement/trauma etc. - Please attach full description and/or supporting documentation
- Family circumstances – Please attach supporting documentation/details.