



## ST CLARE'S HIGH SCHOOL CHANGE OF ASSESSMENT DATE APPLICATION

|                                  |                               |                            |
|----------------------------------|-------------------------------|----------------------------|
| <b>Name</b>                      |                               | <b>Date</b>                |
| <b>Year/Course</b>               | <b>Teacher</b>                |                            |
| <b>Assessment Task</b>           |                               |                            |
| <b>Date of Task/Due</b>          | <b>Task Notification Date</b> |                            |
| <b>Negotiated Change of Date</b> | <b>Teacher</b>                | <b>Studies Coordinator</b> |

**Student Statement** I am applying to change the date for the Assessment Task indicated above for the following reasons. I have attached supporting evidence (Parental Note, etc.) to this sheet.

|                              |                                |
|------------------------------|--------------------------------|
|                              |                                |
|                              |                                |
|                              |                                |
|                              |                                |
| Further Explanation Overleaf |                                |
| <b>Student Signature</b>     | <b>Parent/Carers Signature</b> |

**Class Teacher/Studies Coordinator Comments**

|                                |                                      |
|--------------------------------|--------------------------------------|
|                                |                                      |
|                                |                                      |
|                                |                                      |
| <b>Class Teacher Signature</b> | <b>Studies Coordinator Signature</b> |

**Action to be taken (ASSESSMENT COMMITTEE)**

- Change of Date Supported
- Complete task on set date
- Other \_\_\_\_\_

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**Assistant Principal Learning & Teaching:** \_\_\_\_\_

You will be notified by your class teacher as soon as possible of the outcome of this application. If you have any questions, please feel free to discuss your concerns with the Studies Coordinator.

