

# SPECIAL CONSIDERATION REQUEST - EXAM

Please read these instructions



This form must be completed and presented to the Assistant Principal Junior School or Senior School

**AS SOON AS POSSIBLE AFTER THE DUE DATE** with the completed assignment attached.

- ▶ Your parent's / carer's signature must be obtained after the student section has been completed.
- ▶ Please attach supporting documents (e.g. medical certificate, parent's note) to this form.
- ▶ Submit form and all relevant documentation as early as possible to the Assistant Principal.
- ▶ The relevant Assistant Principal will notify you in person or via email regarding your request.
- ▶ They will also notify the Curriculum Leader and classroom teacher regarding the decision.

## TO BE COMPLETED BY STUDENT

Subject: .....Teacher Name.....

Today's Date: ..... Original Exam Date: .....

Student's Name: ..... Subject: ..... Year Level: .....

Exam Description: .....

Reason for Requesting Extension: .....

..... Student's Signature:.....

## TO BE COMPLETED BY PARENT OR CARER

Parent / Carer contact details (kindly print name and provide daytime contact numbers please)

Name: .....Phone number(s).....

Signature of parent / carer .....

## TO BE COMPLETED BY ASSISTANT PRINCIPAL JUNIOR OR SENIOR

Special Consideration Request Granted: YES NO

Comments: .....

Signed:..... Date: .....

Student has been notified of the decision  By email  in person

Class teacher and Curriculum Leader has been notified:  By email  photocopy of this form

New date for exam :.....

Time:.....

Supervisor:.....

Exam attached: YES NO