



YEAR 10-12 SPECIAL CONSIDERATION REQUEST – EXAM

Please read these instructions

This form must be completed and returned to SAO

AS SOON AS POSSIBLE AFTER THE EXAM

- 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.
- The Curriculum Leader – Senior Years will notify you via email regarding your request.
- They will also notify the relevant 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: 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 CURRICULUM LEADER – SENIOR YEARS

Special Consideration Request Granted: YES NO

Comments:

Signed: Date:

Student has been notified of the decision

☐ By email

Class teacher and Curriculum Leader has been notified

☐ By email

New date for exam