



PBC Assessment Extension Request Form

This Request for Assessment Extension form must be completed in full and submitted to the Head of Year **at least 3 school days prior to the set due date of an assignment or day after missing an exam/test**. Failure to do this may result in the request being declined. All supporting documentation must be attached to this request form.

Note: this is a request form only. Submitting this form does not guarantee an extension. More than one request for assessment extension in one subject in the same year may result in requests being declined. Please see the PBC Assessment Policy for consequences of non-submission of assessment by the due date.

Student Name:	
Year Level:	Date:
Subject:	Assessment Due Date:
Reason for request:	
Requested new Due Date:	
Supporting documentation attached: Yes / No	
Subject Teacher support: I support / do not support an extension for this assessment	
Teacher reason and signature:	
Student Signature:	
Parent/Caregiver Signature:	
Request: approved / declined	Date: