

REQUEST FOR EXTENSION OF DEADLINE

CALVIN YEAR 9-12 ASSESSMENT APPEAL PROCEDURE

(PLEASE TURN OVER FOR THE ASSESSMENT APPEAL FORM)

Policy Outline

If a student is unable to submit an assignment by the due date, the following process must be followed:

- The **student or parent/carer must submit the Assessment Appeals Form (see other side)** to their **teacher** or the **Head of Learning Area**.
 - Kyle Fifield kfifield@calvin.tas.edu.au for English, HASS, Languages, Humanities
 - Sue Dishinton sdishinton@calvin.tas.edu.au for Maths and Science
 - Miriam Grice mgrice@calvin.tas.edu.au for Arts and Technologies
 - Nathan Bosker nbosker@calvin.tas.edu.au for Health, Physical & Outdoor Education
- The Appeal must be lodged **IN HARD COPY**. **Email** is only to be used if you are **unable to attend school**.
- It is not the responsibility of Heads of Year or teachers to remind students to submit an appeal, although they may suggest it to be helpful.
- When seeking an extension **ahead of the due date**, the Assessment Appeal will ideally be submitted **at least 48 hours (two school days) before** the task is due. **Parental verification** is required in the case of absence or misadventure due to illness. **Extensions are less likely to be granted within 24 hours of the assessment being due**. Failure to submit an Assessment Appeal will result in the normal penalties as per Calvin's Academic Policy.
- When seeking an extension **after the due date** due to **unforeseeable circumstances**, students (or parents/carers) have **48 hours after the task** (2 school days, weekends count as 1 school day) to lodge an appeal for consideration of illness or misadventure. If there are no grounds for appeal, or if an appeal is not received within 48 hours, normal penalties will apply as per Calvin's Academic Policy.

Grounds for Appeal Guidelines

The following are generally not suitable grounds for an appeal:

- Casual work
- Competing academic responsibilities
- Volunteer responsibilities (community, academic or sporting)
- Failure to ensure electronic submissions are complete
- Forgetting to upload work

Note: Appeals will be assessed on a case-by-case basis in consultation with the Head of Year and the Head of Learning Area.

CALVIN YEAR 9-12 ASSESSMENT APPEAL FORM

Today's date is: _____
(write the date above)

I, _____, am seeking an extension for the following assignment:
(full name)

_____ (title or description of assignment) _____ (subject)

The original due date for this assignment was: _____
(date)

My proposed new submission date is: _____
(Note: This is a suggestion, your teacher or Head of Learning Area will confirm)

The reason I require an extension is:

Student signature:

Parent/Carer signature:

Thank you for taking the time to complete this assessment appeal.

Your teacher or Head of Learning Area will confirm with you the next steps regarding this assessment.