



**RE-NEGOTIATION OF ASSESSMENT TASK DUE DATE**

If extenuating circumstances arise such as Work Placement or TAFE Interviews, students must negotiate with their class teacher, an alternative time to do the Assessment Task.

Students are to notify their class teacher, in writing, prior to when the assessment task is due. Students are not to assume that once the application for the re-negotiation of the assessment date has been submitted to the Head Teacher in charge of the course, that it has been approved. The Head Teacher will advise students on the outcome of their applications.

The Principal has the right to determine appropriate extenuating circumstances.

A copy of this document will be given to Student, Parent/Caregiver, Head Teacher and a copy placed in the student record file.

Student Name: ..... Class: ..... Date: .....

Class Teacher: ..... Subject: .....

Assessment Task: ..... Due Date: .....

Reason for Application: .....

.....

.....

Approved: YES / NO      Signed: ..... Date: .....

(Head Teacher)

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

(Class Teacher)

(Student)

Rejected for: .....

.....

I understand that I must fill my obligation to complete the Assessment Task on or by the negotiated date. If I DO NOT attempt the assessment task I am in danger of not meeting requirements for this subject.

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

(Student)

(Parent / Caregiver)