

Request for extension 2023

This form is used when you want an extension for an assignment

Make a copy of this form and rename it with “ your name - Subject NCEA level

- Request for Extension 2023 ” and share with the Head of Department.



This form must be shared and emailed to the Head of Department, **at least 2 school days before** the assessment is due. The request for an extension must be for a valid reason.

Student to complete Section A. Share and email this form to the Head of Department.

Section A: (student to complete)

Name:		Atawhai:		Date:	
Subject:		Level:		Teacher:	

NZQA Achievement Standard Number:	
Name of Achievement standard:	

Final Due date:		Date assessment was given out	
Reason for extension request:			

Section B: (HOD makes a copy of the form, before completing B, then sharing with the Dean)

Date Form received from student:		Time form received from student:	
HOD comment:	Reason for extension Acceptable / Not Acceptable (Delete the appropriate one)		
Arrangements that can be made if reason is valid			
HOD signature:		Date:	

Section C: (Dean to complete C and then notify RF via email)

Parent/guardian letter/email:	Attach email
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Medical evidence: (check KAMAR)	Yes/ No		
Dean comment:	Reason for Extension Acceptable / Not Acceptable		
Reason:			
Dean signature:		Date:	

Section D: (Principal's Nominee to complete)

Extension result:	Extension Granted / Declined (Delete the appropriate word)		
Arrangements made if extension granted:			
PN signature		Date:	

The Principal's Nominee (RF) will share and email this form to the student, HOD and appropriate Dean to indicate the result of the extension request.