



## REQUEST FOR ALTERNATE ASSESSMENT DATE

Please refer to the relevant assessment policy for further information relating to reasonable requests when submitting an alternate assessment date for consideration. <https://www.rggs.qld.edu.au/policies-standards>

STAGE 1		TO BE COMPLETED BY STUDENT	
Name:		Year Level:	
Subject:		Teacher:	
Assessment Item: (Type & Topic)			
Date issued:		Due date:	
Reason for seeking alternate date:			
New date requested for submission of completed work:			
Student signature:		Date:	

STAGE 2		TO BE COMPLETED BY SUBJECT TEACHER	
Comment:			
Teacher name:		Teacher signature:	

STAGE 3		TO BE COMPLETED BY DEPUTY PRINCIPAL - STUDIES	
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	New date:	
Signature:		Date:	



STAGE 3		TO BE COMPLETED BY DEPUTY PRINCIPAL - STUDIES	
To subject teacher:	Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	
Request for extension submitted by:	New due date:		
Deputy Principal – Studies signature:	Date:		
<i>Please file this slip for your records</i>			



STAGE 4		TO BE COMPLETED BY DEPUTY PRINCIPAL - STUDIES	
To student:	Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	
New due date:			
Deputy Principal – Studies signature:		Date:	
<i>Attach this slip to the assessment item</i>			