

Extension Request Process for NHS Deadline Policy:

The existing policy has been amended to include a more **formal and consistent process** for students to **apply for an extension to a deadline**. The policy only applies to **summative tasks** with an extended timeline of at least a week.

- The extension request should be made **at least THREE DAYS** before the deadline for summative tasks of **two weeks or longer**.
- For tasks of **less than two weeks**, the extension request should be made **at least one day** earlier.
- Please note that **extenuating circumstances** will be taken into account if needed.

To negotiate an extension of a deadline students should:

- **speak to the subject teacher** if possible as soon as the need becomes obvious
- fill in an **extension request form** and get it **signed at home**
- **submit the form** to their subject teacher to **seek approval**
- if the teacher grants the extension, the student will be informed and it is **recorded on Daymap**

Extenuating Circumstances:

Some examples:

- Physical incapacitation – eg: broken arm
- Illness (with a medical certificate for senior students)
- Genuine personal issues with some evidence to corroborate the issues.
- Extended illness of student or staff or parent/caregiver.
- Car accident
- Natural disasters eg: bushfire or flood
- Power cuts

If any extenuating circumstances occur **on or very close** to the deadline then:

1. **Inform the teacher** in writing ASAP (**by email, daymap, etc**)
2. Try to **submit what you have done**
3. Try to **negotiate an extension** via email, Daymap to complete the task later or **ASAP** on your return.

Please note:

The granting of an extension, and its length, are at the **discretion of the subject teacher** and will depend on the nature, length and timing of the interruption.