Assessment Adjustment Request
2026 Yr 7 to 10

Note: To be completed by student and parent before student discusses with subject teacher/s.
Completed form given to a Learning Leader for final approval/communication.

Name:		Year Level:		PC:	

Reason for request

- Illness and misadventure (injury) either just before or on final due date/exam date.
- High level sporting or cultural Details: _____
- Other: _____ _____

Documentation provided

- Parent letter or notification to office via Parent Portal/phone call
- Medical Certificate (preferred only if ill for more than 3 days)
- Letter/Information from sporting or cultural organisation (4 weeks' notice preferred)
- Other: _____ _____

Assessment Adjustment (AA) request

- Extension
- Comparable exam (unable to sit scheduled exam)
- Scribe (due to injury)
- Other: _____

Subject Details (up to 5 subjects)

Subject	Assessment Task	Approval Yes/No	Teacher Signature	New Arrangement

Student and Parent signature

Student signature: _____ Date: ___/____/____

Parent Signature: _____ Date: ___/____/____