



# SENIOR ASSESSMENT POLICY

## REQUEST FOR A SCHOOL-APPROVED ABSENCE

Students may engage in a range of learning experiences or activities that exist outside traditional school-based activities. These activities may involve prolonged absences from school, do not meet the requirements for AARA or illness and misadventure applications and may coincide with scheduled assessment periods.

Students are to complete this request form if they have an activity that is going to impact an examination. Completing this request form does not automatically grant approval. Situations that are of the student's or parent/carer's own choosing (e.g. family holidays) are not eligible for consideration.

If approved, the student will be required to sit a comparable assessment **before** the scheduled date.

***This application must be submitted to the relevant Deputy Principal as soon as the student becomes aware of the impact or at least 2 weeks prior to the examination, whichever is earlier.***

<b>STUDENT NAME:</b>	<b>Year Level:</b>
<b>IMPACTED SUBJECT:</b>	<b>Teacher:</b>
<b>ASSESSMENT ITEM:</b> (e.g. MAG IA3 Exam)	<b>DATE OF EXAM:</b>
<b>Reason/Activity that is causing an impact</b> (please select the most appropriate): school, district, regional, state or national representation for school-supported sport school, district, regional, state or national representation for artistic endeavours student exchange programs audition or entrance exams (state, interstate or international). Other: _____ <b>Documentation attached</b> (E.g. Team list, letter from coach, other formal documentation)	
<b>Dates and length of absence:</b> _____	
Student signature: _____	Date: _____
Parent signature: _____	Date: _____

Office Use Only			
<b>Approved</b>		New date of Exam: _____	
<b>Not approved</b>		Reason: _____	
Approving Delegate Name: _____			
Approving Delegate Signature: _____		Date: _____	
	Documentation provided		AARA spreadsheet updated
	Entered on OneSchool		ID Attend updated
	Entered on QCAA (Year 12 only)		All parties notified of outcome

