**NCEA INTERNAL ASSESSMENT**

**EXTENSION APPLICATION**

I wish to apply for an extension to the deadline for an NCEA assessment.

**Complete this form and email it to your subject teacher.**

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| **NAME:** | **LIFELAB CLASS:**  |
| **SUBJECT:** | **TEACHER:** |
| **ACHIEVEMENT STANDARD/ UNIT STANDARD NUMBER:** |
| **ORIGINAL ASSESSMENT DUE DATE:** |
| **REASON FOR APPLYING FOR AN EXTENSION:** |
| **SUBJECT TEACHERS COMMENTS – TO BE COMPLETED BY SUBJECT TEACHER** |
| **TEACHER NAME:** | **DATE:** |
| **TEACHER RECOMMENDATION:** |
| **\*HOF NAME:** | **DATE:** |
| **HOF RECOMMENDATION: SUPPORTED/NOT SUPPORTED** | **SIGNATURE:** |
| **EXTENSION: APPROVED/DECLINED** | **DATE:** |
| **PN SIGNATURE:** |

\***HOF TO FORWARD THIS COMPLETED APPLICATION TO:** **principalsnominee@kingsway.school.nz**

**NCEA EXTENSION APPLICATION**

**Procedure to apply for an Extension**

1. Fill in the [**Extension for NCEA Internal Assessments Form**](https://kingsway.school.nz/wp-content/uploads/2021/06/APPLICATION_form_to_request_an_Extension_for_NCEA_internal_assessments.pdf) and email it to your subject teacher.
2. Discuss the application with the subject teacher and negotiate an appropriate due date for the assessment.
3. The teacher will then email the application to the Head of Faculty. The Head of Faculty will read through the application and give their opinion on whether the extension is valid.
4. The application is then forwarded to the Principal’s Nominee who made a decision based on the information received.

**Eligibility for an Extension**

**The following are examples of acceptable reasons for an extension:**

* School trips (applications must be made at least five school days before the trip)
* National representation (application must be made at least five school days before the trip)
* Medical (application to be made by email immediately and then followed by an application form and medical certificate)
* Bereavement (application to be made by email immediately and then followed by an application form)

**The following are examples of reasons which may not be approved:**

* Leave from school for personal reasons such as trips overseas
* Failure of the student to manage their workload and meet deadlines

**Principal Nominee’s Final Approval will depend on:**

* Reason for the extension
* How long it will delay the cohort
* Whether or not the task is dependent on a new assessment being prepared
* Teacher and Head of Faculty recommendations
* Fairness to other students
* NZQA rules and regulations

An application does not automatically entitle the student to an extension.