



# Request for Extension for an Externally Assessed TQA Folio/Project

(One form only is to be completed per student per subject)

## Extensions

The TQA may grant extensions to students who, due to extenuating circumstances, are unable to submit their folio/project for external assessment by the due date set by the TQA. Extension can only be approved by the TQA.

Students **MUST**:

- apply to the TQA via their school for an extension at least 48 hours before the due date.
- attach any required supporting documentation (eg. medical certificates)

TQA Student ID Code:	
Surname:	
Given Name(s):	
School/College Name:	
Student email address:	
Subject being assessed:	
Reason for application:	<input type="checkbox"/> Illness <input type="checkbox"/> Other (please specify)  ..... ..... ..... ..... .....

I hereby authorise the medical professional whose name and address appears over to furnish the Tasmanian Qualifications Authority with a report on the nature of my particular circumstances. I also authorise the Authority to obtain, from this professional, such further information as is required by the Authority to make a decision in regard to my application for an extension.

Signed: ..... Date .....  
(Student)



<b>Details of Medical Professional</b> (if relevant) <i>(Please note to enable consideration of this request the original medical certificate <b>MUST</b> be attached.)</i>	
Name:	
Address:	
Phone Number:	
Date(s) of relevant medical examination(s):	
Nature of Illness or incapacity:	

**All forms require the endorsement (signature) of the TCE Co-ordinator of the school/college attended.**

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(TCE Co-ordinator)

.....

(Date)

**Personal Information Policy**

Personal information will be collected from you for the purpose of assisting with the determination of any extension of time requests to be made. Failure to provide this information will result in your application not being able to be processed. Your personal information will be used for the primary purpose for which it is collected. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Tasmanian Qualifications Authority. You may be charged a fee for this service.

**All completed forms should be returned to:**

Tasmanian Qualifications Authority  
 PO Box 147  
 SANDY BAY TAS 7006  
 Phone: (03) 6233 6364  
 Fax: (03) 6224 0175