

CRONULLA HIGH SCHOOL



VARIATION TO ASSESSMENT APPLICATION | Year 11 and 12

- Students are expected to attempt assessment tasks as scheduled.
- A Variation to Assessment may be considered where circumstances are known or approved in advance and prevent attendance at a scheduled in-class task or examination.
- Examples include approved leave, surgery or other scheduled medical treatment, elite sport or arts participation or other circumstances approved by the school.
- Students participating in approved school representation **do not** need to submit a Variation to Assessment application. However, these students must arrange alternate task arrangements before the assessment or examination date.
- Independent evidence must be attached. Approved leave must be supported by the Certificate of Exemption provided by the Principal.
- In most instances, the application must be submitted at least one week before the scheduled assessment date.
- Hand-in/submission tasks are still to be completed and submitted by the due date and time unless otherwise stipulated by the relevant Deputy Principal or Head Teacher.
- The completed application and supporting evidence must be submitted to your Deputy Principal.

Student details

Student name	_____
Year	_____
Date of application	___ / ___ / ____

Assessment details

Subject / Course	Teacher	Assessment task	Original date
_____	_____	_____	___ / ___ / ____
_____	_____	_____	___ / ___ / ____
_____	_____	_____	___ / ___ / ____
_____	_____	_____	___ / ___ / ____
_____	_____	_____	___ / ___ / ____

Reason for variation

Describe the circumstances requiring the assessment to be rescheduled. Supporting evidence must be attached.

Supporting evidence

Evidence attached?
☐ Yes ☐ No

Type of evidence: ☐ Certificate of Exemption ☐ Medical/other professional evidence ☐ Other independent evidence:

Student and parent/carer declaration

I understand that approval of a Variation to Assessment is not automatic. If approved by the Deputy Principal, I must take this form to the relevant Head Teacher(s) to organise the rescheduled assessment. The Head Teacher may arrange for me to complete the same task or a substitute task, before or after the original task date, depending on the circumstances.

Student signature	Date
_____	____ / ____ / ____
Parent/carer signature	Date
_____	____ / ____ / ____

Deputy Principal approval

The Deputy Principal will determine whether the Variation to Assessment is approved. If approved, the student is to take this form to the relevant Head Teacher(s) to organise the rescheduled assessment.

Deputy Principal decision	☐ Approved ☐ Not approved
Conditions / comments	
Deputy Principal name	_____
Signature / Date	_____ / ____ / ____

Head Teacher use – rescheduling arrangements

[illegible]