

EXTERNALLY ASSESSED FOLIO OR PROJECT DEADLINE EXTENSION REQUEST

The Office of Tasmanian Assessment, Standards and Certification (TASC) may grant deadline extensions to students who, due to extenuating circumstances, are unable to submit their folio or project for external assessment by the due date. Extensions can only be approved by TASC.

Students must:

- apply to TASC via their school for an extension at least 48 hours before the due date
- attach any required supporting documentation (for example, a medical certificate).

Note: Applications received less than 48 hours before the folio or project due date will not be accepted. Work must be submitted as if you have not applied for a deadline extension.

PART A – Student to complete

The Office of Tasmanian Assessment, Standards and Certification (TASC) is committed to protecting information collected through this process and the handling of data in accordance with the [Personal Information Protection Act 2004](#). All information we collect from you will be kept secure and confidential.

TASC ID Code

Course Being Assessed

Surname

School/College

Given Name/s

Email

Reason for application: Illness - please fill out Part C of this form

Other - please state below:

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I hereby authorise the medical professional whose name and address appears in Part C to provide TASC with a report on the nature of my particular circumstances. I also authorise TASC to obtain from the medical professional further information if required by TASC to make a decision about my application for a deadline extension for my folio or project.

Student signature: _____

Date: ___ / ___ / 20__

PART B – Teacher to complete

Please provide a brief report with details to support a request for a deadline extension for the folio or project.

Surname	Date
<input type="text"/>	<input type="text"/>
Given Name/s	Email
<input type="text"/>	<input type="text"/>

Date task was given to class ___ / ___ / 20__

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Teacher signature: _____ Date: ___ / ___ / 20__

PART C – Medical Professional to complete (if relevant)

Title	Given Name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Email
<input type="text"/>		<input type="text"/>
<input type="text"/>		Phone
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Date of relevant medical examination(s) ___ / ___ / 20__ ___ / ___ / 20__

Please provide a brief report with details to support a request for a deadline extension for the folio or project.

Nature of illness or incapacity:

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This form requires the endorsement (signature) of the TASC Liaison Officer at the school/college attended by the student.

TASC Liaison Officer Name: _____

TASC Liaison Officer Signature: _____ Date: ___ / ___ / 20__

Please return to: SCHOOL: Upload via TRACS - task type **Folio enquiries/extensions**
MAIL: GPO Box 333, Hobart Tas 7001
IN PERSON: Level 6, 39 Murray St, Hobart
EMAIL: enquiries@tasc.tas.gov.au