

# EXTERNALLY ASSESSED FOLIO EXTENSION REQUEST FORM

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

**Students must:**

- submit the extension request to TASC through your school at least 48 hours before the due date but no earlier than two weeks prior to the due date.
- attach any required supporting documentation, such as a medical certificate.

TASC will assess each application on a case-by-case basis, considering the information provided by the student, school, and/or medical professional.

Applications received less than 48 hours before the folio external assessment due date will not be accepted. If an extension request has not been submitted to TASC, the work must be submitted as is.

## **PART A – Student to complete**

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:** ..... **Student name:** .....

**Student email:** ..... **School/College:** .....

**Course requiring an extension:** .....

**Reason for application:**     Illness – *complete Part C of this form*

Other – *provide details:*

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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 due date extension for my folio.*

**Student signature:** ..... **Date:** ..... / ..... / .....

## PART B – Teacher to complete

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Provide details to support a request for a due date extension for the folio.

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Date task was given to class: ..... / ..... / .....    Total class absences – *if applicable*: .....

Teacher name: .....    Teacher signature: .....

Teacher email: .....    Date: ..... / ..... / .....

## PART C – Medical professional to complete – *if applicable*

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Title: .....    Name: .....

Address: .....

Email: .....    Phone: .....

Registration number: .....    Signature: .....

Date/s of relevant medical examination/s: .....

Nature of illness or incapacity: .....

Provide details to support a request for a due date extension for the folio.

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This request **must** be endorsed by the TASC Liaison Officer (TLO) at the student's school/college.

TLO name: .....    TLO signature: .....

Date: ..... / ..... / .....

The TLO **must** submit the completed form to TASC via TRACS (task type *Folio enquiries/extensions*) at least 48 hours before the due date, but no earlier than two weeks prior to the due date.