Submitting externally assessed work that has been granted an extension to submission date

1. Special provisions applications for individual students seeking an extension to the submission date for Stage 2 Investigations (using Form 31), must be submitted to the SACE Board before the cut-off date for entering results for the Investigation on *Schools Online*.

2. The length of the extension granted is dependent on the impact of the student’s condition on their ability to complete the work by the submission date, as well as the flexibility of the marking schedule. Extensions can be granted if it is evident that all other avenues to support the student to complete the work in time have been put in place (please see Special Provisions – School Assessment Variations Information sheet on the Special Provisions minisite).

3. The extension date granted by the SACE Board is the date the student’s work and result must be received at the SACE Board. A due date for the work to be handed up to the teacher must be negotiated with the student to ensure the work can be marked by the teacher, packaged, and received at the SACE Board by the extension date granted.

4. When entering student results online for the investigation, leave the result blank for any student that has submitted a special provisions application seeking an extension. *Please note you are only able to leave a result un-entered for a student if there is a special provisions application already receipted by the SACE Board for the Investigation (indicated with a Y or P).*

5. When the student work has been marked by the teacher, the result should be handwritten on a printed copy of the result sheet from *Schools Online*. A copy of the SACE Board letter granting the extension should be included where possible.

6. Student work and the copy of the result sheet should be emailed to [SACE.SchoolsOnlineSupport@sa.gov.au](mailto:SACE.SchoolsOnlineSupport@sa.gov.au) and be received at the SACE Board by the granted extension date.

7. If the student fails to submit the work to the teacher to meet the granted extension date without a valid reason, the school must notify the SACE Board via email to [SACE.SchoolsOnlineSupport@sa.gov.au](mailto:SACE.SchoolsOnlineSupport@sa.gov.au) confirming the student has not met the amended submission date. The student’s enrolment in the subject will be withdrawn unless the school contacts Assessment Operations to indicate that the student will be submitting school assessed work and is seeking a result for the subject.

8. If there are further valid extenuating circumstances that prevent the student from submitting the work by the extended submission date, the school should initiate contact with the Special Provisions hotline on 8115 4854 to consider further provisions if required.