



# CALOUNDRA STATE HIGH SCHOOL

## Year 10 Assessment Adjustment Process for Students & Parents



Has your child missed or is going to miss an exam or assignment due to illness or unforeseen circumstances out of your student's control? Then they may be eligible to receive an assessment adjustment. Please see the following process to apply for an assessment adjustment.

1

### COMPLETE THE APPLICATION FORM

[Year 10 Assessment Adjustment Application Form](#)



2

### GATHER ADDITIONAL INFORMATION

If you have any additional information to support the adjustment you can submit it with the application but this is not mandatory.



3

### SUBMIT APPLICATION FORM

Submit the application form via email to  
[Y10assessmentadjustments@caloundrashs.eq.edu.au](mailto:Y10assessmentadjustments@caloundrashs.eq.edu.au)



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### WHAT TO EXPECT AFTER YOUR SUBMISSION?

You will receive an email receipt confirming the submission. If you do not receive this within 48hrs, please follow up by calling the office 5436 8444.



### APPROVED ASSESSMENT ADJUSTMENTS

Respective Faculty Head of Department will contact student and family with adjustment details.