



MISSED ASSESSMENT FORM

This **must** be completed within **three days** of missing an assessment deadline. A copy of this form must be completed for each assessment missed. Fill in the top section and attach the appropriate letters and/or certificates then hand this into the main office, copies will be passed on to the relevant Head of Faculty.

NAME:	FORM:
Date of Application:	
Subject:	
Teacher:	
Standard Number and Title:	
Type of Assessment (<i>Practical, assignment, portfolio, test, etc</i>)	
Date of Assessment or due date:	
Reason for missing assessment: (<input checked="" type="checkbox"/> one only) <input type="checkbox"/> Illness: medical certificate must be attached <input type="checkbox"/> Family/Personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor and verified by your Dean)</i> <input type="checkbox"/> School Sporting/Cultural Activity: Signature of Teacher-in-charge of activity:	

Decision by Specialist Subject Leader

Extension Granted. New due date: _____

Further Assessment Opportunity granted. New date: _____

Application denied

Comment: _____

The reason for this decision has been explained to me and I accept the decision

Signed: _____ (*Student*)