

Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to the office or your teacher.

Name:	Tutor Group:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment (<i>practical, assignment, test, etc</i>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one)	
<input type="checkbox"/> Illness: <i>medical certificate or a note from a parent/caregiver must be attached</i>	
<input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (eg letter from parent, counselor, or tutor group teacher/dean)</i>	
<input type="checkbox"/> School sporting/cultural activity: _____	
Signature of teacher in charge of activity: _____	
Decision by HOD/Principal's Nominee:	
<input type="checkbox"/> Existing evidence is available and will be used to award a grade _____	
<input type="checkbox"/> Extension granted. New due date: _____	
<input type="checkbox"/> New assessment date granted. New date: _____	
<input type="checkbox"/> Application denied. Comment: _____	
<i>The reason for this decision has been explained to me and I accept the decision.</i>	
Signed: _____ (<i>student</i>)	
Signed: _____ (<i>staff member</i>) Date: _____	