

Missed Assessment Application Form

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

Name:	Rōpū Class:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment activity (<i>test, practical, assignment etc</i>): <i>Assessment</i>	
Date of assessment or due date:	
Reason for missing assessment: (please tick one)	
<input type="checkbox"/> Illness: <i>A caregiver must email/ring school on the day of the assessment to say the student is unwell</i>	
<input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (e.g. 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 HOF/(or PN if an agreement cannot be reached):

- Extension granted. New due date: _____
- New assessment date granted. New date: _____
- Existing evidence of student achievement will be used in determining a grade. (*HOF to attach documentation of evidence used and grade awarded*)
- Application denied. Comment: _____

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

Signed: _____ (student)

Signed: _____ (staff member) Date: _____