

Missed Assessment Application Form

Print this out. When complete, hand in to your teacher or the faculty HOF

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>)	
Date of assessment or due date:	
Reason for missing assessment: (please tick one)	
<input type="checkbox"/> Illness: <i>attach a note from a registered Health Professional</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/PN (LSC/HYS):
<input type="checkbox"/> Extension granted. New due date: _____
<input type="checkbox"/> New assessment date granted. New date: _____
<input type="checkbox"/> Existing evidence of student achievement will be used in determining a grade. (<i>HOF to attach documentation of evidence used and grade awarded</i>)
<input type="checkbox"/> Application denied. Reason: _____
<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: _____