

# Missed Assessment Form

Fill in the top section and attach the appropriate letters or certificates then hand this into reception, copies will be passed on to your Specialist Subject leaders.

Name:	Tutor:
Date of application:	
<b>Missed assessment details:</b>	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment ( <i>practical, assignment, test, etc</i> )	
Date of assessment or due date:	
<b>Reason for missing assessment: (please tick one)</b>	
<input type="checkbox"/> Illness: <i>medical certificate must be attached</i>	
<input type="checkbox"/> Family/personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor and verified by Head of Guidance)</i>	
<input type="checkbox"/> School sporting/cultural activity: _____	
Signature of teacher-in-charge of activity: _____	

<p><b>Decision by Specialist Subject Leader</b></p> <input type="checkbox"/> Extension granted. New due date: _____
<input type="checkbox"/> New assessment date granted. New date: _____
<input type="checkbox"/> Application denied. Comment: _____
<p><i>The reason for this decision has been explained to me and I accept the decision</i></p> Signed: _____ (student)
<p><b>Signed:</b> _____ (staff member) <b>Date:</b> _____</p>