



Orewa College Missed Assessment Application Form

Complete the top section, attach appropriate letters or certificates and hand into NZQA Co-ordinator. This must be done at least 5 school days before the assessment date (unless unexpected circumstances ie. illness and then within 3 days after the assessment date.)

Name: _____ Form class: _____

Date of Application: _____

Missed Assessment details:

Subject: _____

Name of Teacher: _____

Standard Number and Title: _____

Type of assessment activity (*test, practical, assignment etc.*) _____

Date of assessment or due date: _____

Reason for missing assessment: (please tick one)

Illness: *Medical certificate/Letter must be attached*

Family / personal trauma: *documentation must be attached (eg. letter from parent, counselor, or Form Teacher / Year level Dean*

School sporting/ cultural activity

Signature of teacher-in-charge of activity: _____

Decision by HoD / Mrs McCarthy

- Extension granted. New due date: _____
- New Assessment date granted. New Date: _____
- Compassionate consideration will be used in determining a grade. (HoD 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: _____