



Complete this form if you have missed an assessment date, will be absent on an assessment due date, or require an extension to an assessment due date. An extension must be requested in advance of the assessment due date, not on the day. Specific reasons for the granting of an extension or assessment due to absence are outlined in the Managing National Assessment – Student Handbook.

**PART A – Application (student to complete)**

Name:	Date:
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Subject:	Level:	Teacher:
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Achievement Standard:
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Date Assessment Issued/Set:	Date Assessment Due:
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Reason for Extension or Missed Assessment:	
Student Signature:	Parent Signature:

**PART B - Decision (Teacher and Head of Department to complete)**

Parent/Guardian Letter Attached: Yes / No	Medical Evidence Attached: Yes / No
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Action Taken:
New Assessment Date:
Extension Date:

Signature Student:	Date:
Signature HOD:	Date:

A copy of the completed form will be retained by the Head of Department, a copy given to the student and the original, with evidence attached, passed on to Mrs. Peak.