



NCEA – Change of Assessment Date Form (if Late) or Missed Assessment Form

Student to complete **Step 1**, attaches appropriate letters or certificates, teacher to complete **Step 2**, before handing into the Deputy Principals’ Office. **Where possible this form should be completed prior to assessment.** A completed copy of this form will be returned to the student and a copy held on file.

Step 1 – Student to complete

Student Name:	Form Class:
Date of application:	
Subject:	Name of Subject Teacher:
<p>Reason for missing assessment: <i>(please tick one)</i></p> <p><input type="checkbox"/> Illness: <i>medical certificate must be attached, if not, please state:</i></p> <p>.....</p> <p><input type="checkbox"/> Family/Personal Trauma: <i>documentation must be attached (eg letter from parent/caregiver; counsellor; House Leader)</i></p> <p><input type="checkbox"/> School Sporting/Cultural Activity: <i>documentation must be attached (eg letter from coach; teacher in charge; parent/caregiver)</i></p> <p><input type="checkbox"/> Lateness: <i>reason (eg, letter from a parent/caregiver)</i></p>	

Step 2 – Teacher to complete

Name of Subject Teacher:	Subject Code:
Is Reassessment/Extension possible (teacher to complete)?: Yes / No	
Standard number:	Standard Title:
Original date of assessment or due date:	
New Assessment/Extension due date:	

Step 3 – School Use Only

<p>Decision by Deputy Principal: <i>(Year 11 Mr Peek; Year 12 Mrs Thompson; Year 13 Mr Mackenzie)</i></p> <p><input type="checkbox"/> Extension Granted: <i>New due date</i></p> <p><input type="checkbox"/> New Assessment Date Granted: <i>New due date</i></p> <p><input type="checkbox"/> A Derived Grade will be used in determining a grade, only if evidence is available. <i>(Faculty Head/or Head of Department to attach documentation of evidence used and grade awarded).</i></p> <p><input type="checkbox"/> Application Denied: <i>Reason</i></p> <p>.....</p>	
Deputy Principal:	(Signature) Date://