

## Missed Assessment form 2023:

This form is used for when you miss an in-class test (or a final assignment hand in)



**Make a copy of this form** and rename it with “ your name - Subject + NCEA level Missed Assessment 2023 ” and share with the Head of Department.

This form must be shared and emailed to the Head of Department, immediately after the assessment has been missed.

**Student to complete Section A. Share and email this form to the Head of Department.**

### Section A: (student to complete)

Name:		Atawhai:		Date:	
Subject:		Level:		Teacher:	

NZQA Achievement Standard Number:	<b>AS</b>
Name of Achievement standard:	

Date of test/ final hand in		Date assessment set (if assignment)	
Reason for not being in class on date of test/ missing final hand in			

### Section B: (HOD makes a copy of the form, before completing B, then sharing with Dean)

Date Form received from student:			
Is there provision for the student to complete the assessment at another time?	<b>Yes / No</b> (delete one)		
Reason for why no provision is able to be made OR a description of the alternative arrangements:			
HOD signature:		Date:	

**Section C: (Dean to complete and share with RF when complete)**

parent letter/email:	Yes /No		
Medical evidence: (check KAMAR)	Yes (attach evidence or check KAMAR) / No (delete one)		
Dean comment:	Reason for Missed Assessment <b>Acceptable / Not Acceptable / further investigation needed</b> (Delete the ones that do not apply)		
Reason:			
Dean signature:		Date:	

**Section D: (Principal's Nominee to complete)**

Principal's Nominee comment:	Reason for Missed Assessment <b>Acceptable / Not Acceptable / further investigation needed</b>		
Agree with arrangement suggested by HOD:	Yes / No		
PN signature:		Date:	

The Principal's Nominee will share and email this form to the student, HOD and appropriate Dean to indicate the result of the missed assessment application request.