

Missed Assessment form 2024:

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 2024 ” 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:	AS
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?	Yes / No (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 RFO 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 Acceptable / Not Acceptable / further investigation needed (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 Acceptable / Not Acceptable / further investigation needed		
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.