NCEA Change of Assessment Date Form

Attach appropriate letters or certificates,
Where possible this form should be completed prior to assessment.
Completed copy of this form will be returned to the student and a copy held on file.

Step 1 – Student to complete – Tick one box.

Extension of Due Date	☐	Change the Assessment Date	☐
Student Missed Assessment	☐	Handed in Late Assessment	☐

Step 2 – Student to complete – Then hand to Teacher

Student Name:		**Homeroom:**
Date of Application:		
Standard Number:		
Standard Title:		
Subject:	**Level of Course:**	**Name of Subject Teacher:**

Reason for missing assessment: *(please tick one and attach necessary documentation)*

☐ **Illness**: Medical certificate or explanation letter from parent, counsellor or dean attached

☐ **Family/Personal Trauma:** documentation must be attached (letter from parent/counsellor)

☐ **School Related /Sporting or Cultural Activity:** documentation must be attached (e.g. from coach; teacher in charge; parent/caregiver)

☐ **Lateness:** reason (e.g. letter from a parent/caregiver)

☐ **Other Reason:** Explain in Detail written letter from Parent or Counsellor with reason attached.

Evidence Attached: Parent/Guardian Letter ❑   Medical Evidence ❑   Other ❑

Step 3 – Teacher ONLY to complete – Then hand to Principal's Nominee

Name of Subject Teacher:	**Subject Code**

Explanation of whether Reassessment/Extension is possible (teacher to complete):

YES   NO

Why/Why Not:

_____
_____

Original Date of Assessment or Due Date:
New Due Date of Assessment if Approved:

Step 4 – Principal's Nominee ONLY to complete

Decision by Principal's Nominee:

☐ **Extension Granted**: *New due date* ....

☐ **New Assessment Date Granted**: *New due date* ....

☐ **A Derived Grade will be used in determining a grade, only if evidence is available**.

☐ **Application Denied**: *Reason* ....

Principals Nominee Signature: _____	**Date:**
The reason for this decision has been explained to me and I accept the decision. Student Signature: _____	**Date:**