



NCEA CHANGE OF ASSESSMENT DATE FORM

If a student cannot hand in an assignment on time or do an in-class test or practical activity on the day, then they must complete this form as soon as they know they will be absent.

Valid reasons for requesting an extension of time or a new assessment date are:

Illness:	A <u>medical certificate</u> with a completed Change of Assessment Date form should be supplied within 3 school days from the assessment due date - please attach to this application.
Family Emergency / Trauma	A letter or note from the caregiver, counsellor or Kaihautū must be attached to this application
School, Provincial or National sporting/cultural representation	Must submit appropriate documentation from the Department, Sporting or Cultural Association as well as an application for leave through senior leadership.

Application for any of these does not automatically guarantee an extension or another assessment opportunity.

Student Name	Date of Application
Subject	Subject Teacher
Standard No#	Standard Title

I am applying for (choose one)

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Extension of due date

Change of Assessment Date

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Missed Assessment (Medical)

Missed Assessment (Other)

HEAD OF DEPARTMENT COMPLETES

Reassessment / Change of date is possible: YES / NO Why / Why not: New suggested assessment date: (If applicable)	Signed:
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PRINCIPALS NOMINEE COMPLETES

Change of Date is granted: YES / NO New Assessment date:	Signed: Date:
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STUDENT COMPLETES

The reason for the decision has been explained to me.	Signed: Date:
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