



SANCTA MARIA COLLEGE

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	<input type="checkbox"/>	Change the Assessment Date	<input type="checkbox"/>
Student Missed Assessment	<input type="checkbox"/>	Handed in Late Assessment	<input type="checkbox"/>

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: <i>(please tick one and attach necessary documentation)</i>		
<input type="checkbox"/> Illness: <i>medical certificate must be attached, if not, please state:</i>		
<input type="checkbox"/> Family/Personal Trauma: <i>documentation must be attached (e.g. letter from parent/caregiver; counsellor)</i>		
<input type="checkbox"/> School Sporting/Cultural Activity: <i>documentation must be attached (e.g. letter from coach; teacher in charge; parent/caregiver)</i>		
<input type="checkbox"/> Lateness: <i>reason (eg, letter from a parent/caregiver)</i>		
<input type="checkbox"/> Other Reason: <i>Explain in Detail. Written letter with reason attached. E.g.: letter from a parent/caregiver)</i>		

Step 3 – Teacher 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 to complete

Decision by Principal's Nominee:	
<input type="checkbox"/> Extension Granted: <i>New due date</i>	
<input type="checkbox"/> New Assessment Date Granted: <i>New due date</i>	
<input type="checkbox"/> A Derived Grade will be used in determining a grade, only if evidence is available. <i>(Curriculum Leader (Head of Department) to attach documentation of evidence used and grade awarded).</i>	
<input type="checkbox"/> Application Denied: <i>Reason</i>	
Principals Nominee Signature: _____	Date:
The reason for this decision has been explained to me and I accept the decision.	Date:
Students Signature: _____	