



## SANCTA MARIA COLLEGE

### NCEA Change of Assessment Date Form 2023

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"/> <b>Illness:</b> <i>medical certificate must be attached, if not, please state: .....</i>			
<input type="checkbox"/> <b>Covid Related:</b> <i>Explanation of how time away has led to needing change of assessment date:</i>			
<input type="checkbox"/> <b>Family/Personal Trauma:</b> <i>documentation must be attached (e.g. letter from parent/caregiver; counsellor)</i>			
<input type="checkbox"/> <b>School Sporting/Cultural Activity:</b> <i>documentation must be attached (e.g. letter from coach; teacher in charge; parent/caregiver)</i>			
<input type="checkbox"/> <b>Lateness:</b> <i>reason (eg, letter from a parent/caregiver)</i>			
<input type="checkbox"/> <b>Other Reason:</b> <i>Explain in Detail. Written letter with reason attached. Eg: 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"/> <b>Extension Granted:</b> <i>New due date .....</i>	
<input type="checkbox"/> <b>New Assessment Date Granted:</b> <i>New due date .....</i>	
<input type="checkbox"/> <b>A Derived Grade will be used in determining a grade, only if evidence is available.</b> <i>(Curriculum Leader (Head of Department) to attach documentation of evidence used and grade awarded).</i>	
<input type="checkbox"/> <b>Application Denied:</b> <i>Reason .....</i>	
_____	
Principals Nominee Signature: _____	Date: _____
<i>The reason for this decision has been explained to me and I accept the decision.</i>	Date: _____
Students Signature: _____	