

Application Change of Assessment Date (Late/Extension/Missed/Assessment)

Change of Assessment Date form can be found:

- At the back of the NCEA Student handbook
- From the student centre
- Principal's Nominee
- School Website - https://www.sanctamaria.school.nz/wp-content/uploads/2019/09/SMC_Change_of_Assessment_Date_Application_for_m.pdf

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 apply to the Principals Nominee as soon as they know they will be late with an assignment or will be absent, or as soon as they return to school. Valid reasons for requesting an extension of time or a new assessment date are:

REASONS FOR CHANGE OF ASSESSMENT DATE

- **Isolating or sick with Covid:** Student is sick at home or self-isolating. This led to students missing class time. The missed class time must be directly related to the assessment due. This includes student MISSING teaching and learning applied to assessment, instruction about assessment or in class time where students who could attend were working on their assessment, or in class time where students missed opportunities for feedback from the teacher.
- **Illness/Sickness:** A medical certificate with the completed Missed assessment form should be supplied. Students may access the Missed Assessment form at the back of this student handbook or from the student centre.
- **Family trauma:** a note from the caregiver, counsellor, dean, homeroom teacher must be supplied.
- **Sporting/cultural activity:** This is valid only if the subject teacher has been consulted before the trip. This does not automatically guarantee an extension or another assessment opportunity.

WHEN DO I NEED TO APPLY FOR THIS CHANGE OF ASSESSMENT DATE:

In all cases **where possible, this form should be completed prior to an assessment.** An 'Application Change of Assessment Date form must be filled in and given to the Principal's Nominee. Requests for extension of time must be made before the due date. Based on the information presented in the 'Application Change of Assessment Date', the Principal's Nominee may decide to:

- grant an extension
- set a new assessment date
- deny the application and award no credit for the standard(s) concerned

External Assessment Practice / Mock Exams Change of Assessment Date: Teachers keep records of student progress toward externally assessed standards. Candidates for externally assessed achievement standards who have suffered from a temporary illness, non-permanent disability or other event close to or during external assessments, which has significantly impaired their performance, may apply for compassionate consideration.

If a student is late with an assessment, the school will record a result of Not Achieved unless otherwise confirmed by the Principal's Nominee and Deputy Principal- Curriculum

If you do not sit the assessment at the correct time, the only people that can grant an extension is a Deputy Principal- Curriculum and Principal's Nominee

BE AWARE YOU CANNOT REQUEST AN EXTENSION FOR AN ASSESSMENT IF YOU ARE GOING ON A FAMILY HOLIDAY

Application Change of Assessment Date Procedures:

Student and Teacher Steps!

1. Find a change of assessment date application form.
2. Student completes form and attaches necessary documentation (Eg: Medical Certificate, letter, explanation)
3. Student gives Change of Assessment application form to their Course/subject Teacher.
4. They (Teacher and student) collectively discuss the change in assessment date
5. Teacher signs the form, completes date for extension, and completes recommendation section and gives back to student who is applying for extension.
6. Student hands in form and meets with the Principals Nominee.
7. Principals Nominee will decide within a short period (3 working days).
8. Copy of Application Change of Assessment Date (Late, Extension, and Missed Assessment) form will be given to the student.
9. Student must show this form to their course / subject teacher with the decision/date made by the Principals nominee.