



2024 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: Medical certificate or explanation letter from parent, counsellor or dean attached		
<input type="checkbox"/> Family/Personal Trauma: documentation must be attached (letter from parent/counsellor)		
<input type="checkbox"/> School Related /Sporting or Cultural Activity: documentation must be attached (e.g. from coach; teacher in charge; parent/caregiver)		
<input type="checkbox"/> Lateness: reason (e.g. letter from a parent/caregiver)		
<input type="checkbox"/> Other Reason: Explain in Detail written letter from Parent or Counsellor with reason attached.		
Evidence Attached: Parent/Guardian Letter <input type="checkbox"/> Medical Evidence <input type="checkbox"/> Other <input type="checkbox"/>		

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:	
<hr/> <hr/>	
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:	
<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.	
<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. Student Signature: _____	Date:

