

# St Bernard's College

## Missed Assessment Application Form

Fill in the top section, attach appropriate letters or certificates and hand in to the teacher concerned.

Name:	Tutor Class:
Date of application:	
Missed assessment details:	
Subject:	
Name of teacher:	
Standard number and title:	
Type of assessment ( <i>practical, assignment, test, etc</i> )	
Date of assessment or due date:	
<b>Reason for missing assessment:</b> (please tick one)	
Illness: <i>medical certificate must be attached or other evidence</i>	
Family/personal trauma: <i>documentation must be attached (eg letter from parent, counsellor, or form teacher/dean)</i>	
School sporting/cultural activity: _____	
Signature of teacher-in-charge of activity: _____	

<b>Decision by Principal's Nominee:</b>
Extension granted. New due date: _____
New assessment date granted. New date: _____
Application denied. Comment:
 <i>The reason for this decision has been explained to me and I accept the decision</i>
<b>Signed:</b> _____ <b>(student)</b>
<b>Signed:</b> _____ <b>(PN)</b> <b>Date:</b> _____