

STUDENT ABSENCE FROM ASSESSMENT FORM

REQUEST FOR AN ASSESSED MARK



If a student is unwell or has other valid reasons for missing an internal assessment, they may be eligible for an assessed mark.

Evidence such as a doctor's certificate/ bereavement notice must be provided to support the request for an assessed mark.

The form below must be completed **by the student within 48 hours (2 school days)** of the internal assessment and emailed to the subject teacher. If the information on the form is correct they will sign the form and email it to the student's Dean. The Dean will check if a Medical Certificate has been provided covering the time of the test. If there is an approved Medical Certificate the form will be signed by the Dean and emailed to the subject teacher for an assessed mark.

The form is available on Blackboard and in the Deans' Office

If a student is unable to meet this timeframe for any reason, they must contact their Dean to explain the circumstances.

If the subject teacher does sign supporting this request, it does not mean the request is automatically approved. The Dean will make the decision to award an assessed mark. All factors will be considered when deciding the outcome of this request.

Student Name: _____

Preferred Name: _____

ID No: _____

Subject: _____

Name of Assessment: _____

Date of Assessment: _____

Period of Missed Assessment: _____

Subject Teacher: Name: _____ Signature _____ Date _____

I support this request:

I do not support this request:

Dean: Name _____ Signature _____ Date _____

Request for an assessed mark:

Approved

Not Approved

Reason for non-approval

Date ____ / ____ / _____