

# Missed Assessment / Extension Application Form

**A. Instructions:** Student to complete with Dean.

Date:

Subject:  Level:

Student:  Form Class:

Teacher:

Standard Number and Title:

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**B. Reason for missing assessment deadline: Dean to complete**

- Illness:
- Medical Certificate attached:
  
- Family / personal trauma: documentation must be attached  
(eg., letter from parent, counsellor, or tutor group teacher/Dean)
- Other evidence attached:
  
- School commitment:

**Dean to sign** \_\_\_\_\_

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**C. Dean to complete with consultation with HOD**

1. Extension given: New Due Date
  2. Further assessment granted: New Due Date
  3. Application denied :  Comment:
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**D. Application Complete**

Student's Signature: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

**E. Dean to Contact HOD to confirm**