

APPENDIX A

MISSED DEADLINE/EXTENSION APPLICATION FORM

- 1) **Unexpected absence:** If you have missed an assessment and you can justify your absence (illness, family bereavement), then you may apply for another assessment opportunity or an extension. Please be aware that your course outline will state which standards offer further assessment opportunities. If you have for instance missed a field trip due to illness, then it is more than likely that you will have missed out on the credits for that standard.
- 2) **Expected absence:** If you know in advance that you are going to be away for a school approved trip (cultural and sports trips), then you may apply for an extension of the deadline for an assessment.

Name:	
Date:	
Assessment:	
Subject:	
Teacher:	
HOD/TIC:	
Reason why you were or will be absent:	

Additional evidence:

- Please attach/scan/email doctor's certificate/note from home to justify absence from assessment.
- Please attach/scan/email school letter/note from home to justify your reasons for missing the assessment.

Note: Please hand in this application form to the HOD (Head of Department) or TIC (Teacher in Charge) at least 5 days before the trip (expected absence) and no more than 5 days after the deadline of the assessment (unexpected absence). You may also download this application form and email the HOD/TIC the information. He or she will give you an answer within 5 days of lodging your application.

The electronic version of this application form can also be located on the Moodle student page.