

Missed Assessment Application Form

This form is to be completed by a student if:

- a) A student anticipates being unable to meet a set deadline for an internally assessed task (**MUST BE COMPLETED PRIOR TO THE DEADLINE**) or,
- b) A student was unable to meet a deadline for an internally assessed task due to unforeseen circumstances. (**TO BE COMPLETED UPON RETURN TO SCHOOL**)

Name of student:	
Subject:	
Standard number and name of assessment:	
Type of Assessment (<i>practical, assignment, test</i>)	
Original Due Date:	
Teacher:	
Reason for missing the assessment deadline:	<input type="checkbox"/> Illness <input type="checkbox"/> Family/personal trauma <input type="checkbox"/> School sport/cultural activity <input type="checkbox"/> Other _____ _____
Attach letters/medical certificates etc as evidence.	
Date:	Student signature:

Action taken by NQF Manager:		
Decision reached:		
Decision communicated to:	Student:	Date:
	Parent/Caregiver:	Date:
	Teacher:	Date:
Follow-up action needed:		
Date:	NQF Manager signature:	