

## APPENDIX 2 - Missed Assessment Opportunity Form

### MISSED ASSESSMENT OPPORTUNITY

TO BE COMPLETED AND HANDED IN AT LEAST ONE FULL DAY BEFORE DUE DATE OR ON DAY OF ASSESSMENT IF ABSENCE NOT FORESEEABLE. *To be filled in prior to a known absence e.g sports trip, cultural trip, medical appointment etc*

STUDENT NAME: \_\_\_\_\_ Class: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ TEACHER: \_\_\_\_\_

ASSESSMENT: \_\_\_\_\_

DATE OF MISSED ASSESSMENT: \_\_\_\_\_

REASON FOR MISSED ASSESSMENT:

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Supporting documentation/evidence attached

SIGNED: \_\_\_\_\_ (student) DATE: \_\_\_\_\_

### REASON FOR MISSED ASSESSMENT – ACCEPTABLE?

REASON: \_\_\_\_\_

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SIGNED: \_\_\_\_\_ (Subject Teacher) DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (AP or Learning Area Liaison) DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (NZQA PN) DATE: \_\_\_\_\_

**THIS FORM MUST BE STORED BY THE PN AND BE AVAILABLE FOR AUDIT. File with the students Assessment work**