



NCEA INTERNAL ASSESSMENT

REQUEST FOR AN EXTENSION

- An extension must be for a valid reason: ill health, bereavement, sport or cultural leave
- Suitable supporting evidence is required: medical certificate, letter from caregiver

Complete this form and give/email it to your subject teacher.

NAME		TEACHER	
SUBJECT			
ASSESSMENT TASK:			
ACHIEVEMENT STANDARD NUMBER:			
DATE ASSESSMENT WAS DUE:			
REASON FOR APPLYING FOR AN EXTENSION:			
SUPPORTING EVIDENCE: <input type="checkbox"/> Medical Cert <input type="checkbox"/> Letter from caregiver <input type="checkbox"/> Other			
STUDENT SIGNATURE:		DATE:	

SUBJECT TEACHERS NAME:		DATE
RECOMMENDATION		
HOD:	SUPPORTED/NOT SUPPORTED	NAME AND SIGNATURE:
If approved – NEW SUBMISSION DATE:		

A copy is to be included with the assesement.