



NCEA INTERNAL ASSESSMENT

MISSED ASSESSMENT

- 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 TO BE WRITTEN:			
REASON FOR MISSED ASSESSMENT:			
SUPPORTING EVIDENCE: <input type="checkbox"/> Medical Cert <input type="checkbox"/> Letter from caregiver <input type="checkbox"/> Other			
STUDENT SIGNATURE:		DATE:	

SUBJECT TEACHERS NAME:	DATE
REVISED SUBMISSION PLAN	
HOD:	NAME AND SIGNATURE:
If approved – NEW SUBMISSION DATE:	

PN SIGNATURE:	DATE:

A copy is to be included with the assessment.