

# Assessment Form 1: Extensions, Late Submissions and Missed Assessments



Complete section A and then pass the form to your Learning Leader

Section A – to be completed by Learner		
<b>Name</b>		
<b>Application for</b>	Extension to a deadline Late submission (after the deadline and <b>without</b> an agreed extension) Permission to complete a missed assessment	
<b>Standard number</b>		
<b>Class code</b>		
<b>Reason for application</b>	I have been sick or injured (must attach medical certificate) I had a family or personal issue (attach note from parent or guidance) I have had other commitments (e.g. OED trip, sport, cultural etc.) Other (specify)	
Section B – to be completed by Learning Leader		
<b>Name or code</b>		
<b>Learning Leader support</b>	Application supported	Application not supported
<b>Reason</b> Only if application is not supported by LL		
Section C – to be completed by NZC Leader		
<b>Decision by NZCL</b>	Application approved	Application denied
<b>New conditions</b> Deadline/assessment date/etc.		
<b>Sign off</b> Final decision explained and understood by all	Learner:	
	Learning Leader:	
	NZC Leader:	
	Date:	
<b>Check list to finish process</b>	Form is retained by NZCL	