Narrabri High School
HSC/Prelim/SC Assessment
Failure to Complete/Submit/Attend an Assessment Task

This form should be completed by any student who:
- is absent on the day of an Assessment Task
- fails to complete or submit an Assessment Task by the due date/time

Name: ___________________________  Subject: ___________________________
Teacher: ___________________________  Due Date: ___________________________
Assessment Task: ___________________________

I wish to provide the following explanation for:
- my absence on the day of an Assessment Task
- my failure to submit an Assessment Task by the due date/time.

I request that the school consider this explanation and take appropriate action.

(Note: Documentary evidence (eg Medical Certificate) must be supplied to support all applications.)

Explanation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have attached documentary evidence to support my explanation
In making this request I acknowledge that the school is bound by Board of Studies and Department of Education and Training rules Concerning HSC/Prelim/SC Assessment.

Student’s Signature: ___________________________  /  /  
Parent’s/Guardian’s Signature: ___________________________  /  /  

I have noted the above request and recommend that the following action be taken.
- That an extension of _______ days be granted
- That an alternative task be provided for assessment
- That a zero mark is recorded but the task be noted as completed if submitted by ___________/_________/______.
- That a zero mark and a non-attempt be recorded for this task
- That an estimation based on course and past results be provided.

Principal’s Signature: ___________________________

o  Action Noted     o  Action Taken

Head Teacher’s Signature: ___________________________