

Extension Request / Missed / Incomplete / Exam Rewrite Student Assessment Form

Please fill in the fields below outlining the assessment and the steps that will be taken to submit the assignment in a timely fashion. Keep in mind that once an assessment has been marked & handed back, and/or unit is complete, assessments will no longer be accepted, unless it is an extenuating circumstance. If this is the case, please email your teacher.

*** Required**

1. Email address *

2. Is this an extension request (filling out this form before due date), a late/missed /incomplete assessment (filling form out after due date) or a Exam rewrite request?

Check all that apply.

- ☐ Extension Request (Select this if you know in advance that you will not be able to hand in your assignment on time.)
- ☐ Late/Missed/Incomplete (Select this if assessment is due today or the due date has already passed.)
- ☐ Exam Rewrite Request (Select this if would like an exam rewrite)

3. Original Due Date of Assignment *

Example: December 15, 2012

4. Subject *

Mark only one oval.

☐ Subject Name:

5. Assessment Title *

6. Reason for extension or not handed in on due date or rewrite *

Plan and Support Needed

7. **Please outline what assistance (if needed) can be provided to you by the teacher to help you complete your assignment. ***

Check all that apply.

- ☐ Clarification of instructions
- ☐ Clarification of materials
- ☐ Additional readings/questions
- ☐ Other: _____

8. **Please indicate when you will be handing in, or coming in to write assessment.**

Missed tests and in-class assignments are completed after school. Assessment must be handed in/completed on this new date. Reminder - after assessments have been marked and handed back, and/or the unit has been completed, assessments will be accepted only on a case-by-case basis and an email must be sent to your teacher to discuss further. *

Acknowledgement

9. **Please acknowledge that until your assignment is submitted, your mark will be recorded as NHI (not handed in) with a weight of 0 in Gradebook. ***

Check all that apply.

- ☐ Yes, I understand.

10. **Please acknowledge that if you do not submit your assignment, your mark will be recorded as a zero in Gradebook. ***

Check all that apply.

- ☐ Yes, I understand.

11. **Please acknowledge that you will email AND speak with your teacher directly if a unit has completed and you have outstanding work, so that a further action plan may be determined (if applicable.)**

Check all that apply.

- ☐ Yes, I understand.

A copy of your responses will be emailed to the address you provided

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