



# New Plymouth Girls' High School

## EXTENSION / ALTERNATIVE ASSESSMENT DATE APPLICATION FORM – 2025

Fill in the top section, attach appropriate letters or certificates and hand in to your teacher:

Student Name:	Kawai Huia:
Date of Application:	
<b>Assessment for which an extension / alternative assessment date is being requested:</b>	
Subject: _____ Name of teacher: _____	
Standard number: _____	
Type of assessment ( <i>practical, assignment, test etc</i> ). _____	
Date assessment issued: _____	
Due date of assessment: _____	
<b>Reason for missing assessment:</b> (tick one, giving details and attach evidence)	
<input type="checkbox"/> Illness: <i>letter or email from caregiver must be attached</i>	
<input type="checkbox"/> Family / personal trauma: <i>documentation must be attached (e.g. letter from parent)</i>	
<input type="checkbox"/> Other (specify details): _____ _____	

<b>Decision by HOD:</b>
<ul style="list-style-type: none"><li>Extension granted. New due date: _____</li><li>New assessment date granted. New date: _____</li><li>Application denied. Comment: _____ _____</li></ul>
<i>The reason for this decision has been explained to me and I accept the decision</i>
Signed: _____ (student) Date: _____
Signed: _____ (HOD) Date: _____
<b>HOD – On completion please scan this form and file it in KAMAR</b>