

# ABSENT FOR EXAM (Year 9 - 10)

This form is for use by students who missed an examination on a single task within a single subject due to illness and misadventure. Absent for Exam applications may not be considered without supporting documentation. Completed applications must be submitted to the **Dean of Middle School (Year 9) or Dean of Senior School (Year 10)** for final approval.

FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_ YEAR LEVEL: 9 / 10

HOUSE: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

SUBJECT: \_\_\_\_\_ TASK: \_\_\_\_\_

EXAM DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SUBJECT TEACHER: \_\_\_\_\_

## REASON FOR ABSENCE


### Supporting documentation (attach):

Medical Certificate / Professional Report     Other: \_\_\_\_\_     None

Student's signature: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

## RECOMMENDATION – Head of Department

Approve     Do Not Approve

Supplementary exam session in Adams 1 on: \_\_\_\_/\_\_\_\_/\_\_\_\_

HOD Signature: \_\_\_\_\_

## APPROVAL – Dean of Middle School or Dean of Senior School

Application:     Approved     Approved subject to receipt of supporting documentation     Not approved

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_