



EXPLANATION OF ABSENCE FROM AN ASSESSMENT TASK FORM
(for all NON-AP assessment tasks)

Non-AP Assessment Tasks: Take this form to the KLA HT who will then forward it to the HT Stage 6.

Note: Failure to fully complete this form or provide necessary detail and supporting documentation will result in an application being declined.

A copy of the medical certificate must also be provided to student reception

Student's name: _____ Date: _____

Course name: _____ Teacher: _____

Date of assessment task: _____ Year: ☐ 11 ☐ 12

Assessment task details: **Attach a copy of the assessment notification to this form**

Students must explain the reason for absence from the assessment task (evidence should be attached to this form).

Student's signature: _____

Parent's signature: _____

Take this form to the Head Teacher KLA

For Office Use Only

Was this Assessment Task rescheduled? ☐ Yes ☐ No

Head Teacher KLA Decision:

Date: _____

Date student informed: _____

Please return completed form to Head Teacher Stage 6