

NCEA: Request for extension for internal assessment application

All extensions must be signed off by the Deputy Principal: Mrs Caldwell

Please make a copy of this form and send back to jenny.caldwell@marsden.school.nz

1	Student name:	Year:
2	Subject:	Teacher:
3	Standard:	Number of credits:
4	Today's date:	Due date:
5	Description of assessment: (eg written report, practical, research, oral, essay, portfolio etc) and how long class has been given to prepare for it:	
6	Reason for request (full explanation required including relevant dates of absence etc)	
7	What access have you had to learning while away from school (ie through Hāpara)?	
8	Student signature:	
9	Comment and sign off from teacher or HOD (signed):	
10	Approved / Not approved Deputy Principal (sign)	
11	Revised due date (if applicable):	