MISSED EXAM POLICY

It is the **RESPONSIBILITY** of the student to take the following steps when an exam has been missed. (Failure to do so may result in the award of an 'E' result).

Absent For One Or More Examinations:

(a) On the day phone the central office and advise them of:
- (1) Your Name
- (2) Your Form Class
- (3) Subject/s missed and teacher/s of subject
- (4) Day, date and session exam/s have been missed
- (5) Date of your return to school
- (6) Reason of absence

(b) On the day of your return:
- (1) Visit Mrs Bullen to reschedule all missed exams
- (2) Complete the form below and return with Doctor's Certificate/Parent note.

Failure to comply with the policy above will be regarded as wilful disregard of school policy and:
- (a) E- marks may be awarded:
- (b) Your teacher will inform your parents of your failure to complete required exams

Mrs J. Bullen
A/ Deputy Principal

Missed Exam

_____ of _____
(Name) *Class*

has missed his/her

Exams	Teachers
_____	_____
_____	_____
_____	_____
_____	_____

for the following reason: _____

_____

_____

_____

Student signature: _____

Parent signature: _____

Date information received by Deputy Principal: _____