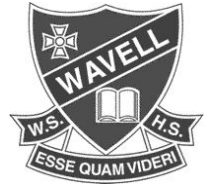


MISSED EXAM POLICY

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 a Zero result).



Absent For One Or More Examinations:

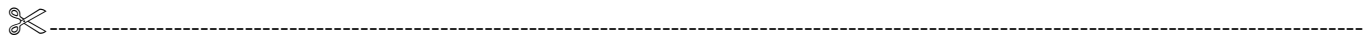
- (a) On the day phone the central office and advise them of:
 - (1) Your Name
 - (2) Your Form Class
 - (3) Subject/s missed and teacher/s of subject
 - (4) Day, date and session exam/s have been missed
 - (5) Date of your return to school
 - (6) Reason of absence

- (b) On the day of your return:
 - (1) Visit Mrs Madden's office 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) Zero marks may be awarded:
- (b) Your teacher will inform your parents of your failure to complete required exams

Mrs G Madden
 A/Deputy Principal (Resources & Administration)



Missed Exam

(Name) _____ of (Class) _____

Has missed his/her:

	Exams	Teachers

For the following reason:

Student Signature:	
Parent Signature:	
Date information received by Deputy Principal:	