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 Bullen’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 Bullen  
Deputy Principal (Resources & Administration)

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**Missed Exam**

(Name)________________________________________________________________ of (Class)_____________________

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<thead>
<tr>
<th>Has missed his/her:</th>
<th>Exams</th>
<th>Teachers</th>
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For the following reason:


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