



## ASSESSMENT TASK APPEAL FORM

### FORM B – EXCEPTIONAL CIRCUMSTANCES: **PERSONAL**

Used to justify the inability of a student to submit or complete an assessment task with genuine reason **prior to the due date** of the scheduled assessment task.

#### **Part A** (to be completed by the student)

Student Name: ..... Year: ..... Faculty: .....

Course: ..... Teacher: ..... Date of appeal: .....

Task Name	Task No.	Date issued	Date due	Weighting

Nature of task: (please circle)

- |            |                |                |              |             |
|------------|----------------|----------------|--------------|-------------|
| Assessment | Examination    | Listening Task | Major Work   | Performance |
| Portfolio  | Practical Task | Speaking Task  | Viewing Task | Other       |

#### **Part B** (to be completed by the student)

Reason/s for this application:

.....

.....

.....

.....

Student signature: ..... Parent/caregiver signature: .....

- I have attached all relevant supporting documentation, including the task/exam notification, evidence to support an 'exceptional circumstance', etc.**

#### **Part C** (OFFICIAL USE ONLY: to be completed by the relevant Deputy Principal)

Application decision: Accepted / Declined

Task rescheduled:  Yes  No Classroom teacher signature: .....

Date of rescheduled task: .....

Comments:

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Deputy Principal Signature: ..... Date: .....