

Front office use only

Office staff who received this form: _____

Date document received ___ / ___ / _____

Date you copied these document and filed the original in the student's folder. ___ / ___ / _____

Head Teacher you handed the copy to: _____

Date you handed the copy to the HT: ___ / ___ / _____

Executive use only

a) Head Teacher Recommendation:

b) Executive decision and reason:

1) Approved extension

2) Complete a substitute task

3) Estimate to be given

4) No marks to be awarded

5) Sit or submit the task without penalty

6) Task to be submitted with penalty

Assessment New Due Date: ___ / ___ / _____

_____/_____/_____
Signature of Head Teacher Date Signature of Principal Date

Copies of this form are available from Year Adviser, Head Teachers, the Reception Office, the school website and your Cohort Google Classroom page.

Assessment Appeal Notification to student

Student's Name: _____

Year: 11 or 12

Course: _____

Task Number: _____

Nature of Assessment Task: _____

Executive appeal outcome: approved / declined

Assessment New Due Date: ___ / ___ / _____

Date student was notified of outcome: ___ / ___ / _____ Student signature: _____