



NOOSA DISTRICT STATE HIGH SCHOOL

Application for an exam to be completed at a later date Year 10 - 12

Exams are to be sat on the due date.

If for **medical reasons** an exam date is missed, a **medical certificate** must be attached to the application.

Instructions

1. On the day of the exam, student or parent/carer to notify the school that an exam will be missed.
2. Student and parent/carer complete **Section A** only and email or hand the document to the teacher no later than the scheduled date of the exam.
3. Head of Department to complete **Section B** and email the completed document to the parent/carer, student and teacher. The Head of Department is to record this as a 'contact' in OneSchool and the document uploaded.
4. Student is to sit the exam on the new due date.

SECTION A – TO BE COMPLETED BY STUDENT and PARENT/CARER

Student name		Home Group	
Subject		Subject code	
Exam topic			
Reasons for request Attach medical certificate			
Teacher name			
Parent/Carer name	Signature	Date	

SECTION B – TO BE COMPLETED BY HEAD OF DEPARTMENT

Change of test date supported?	<input type="radio"/> yes	<input type="radio"/> no
Teacher notified	<input type="radio"/> yes	<input type="radio"/> no
New date for exam		
Head of Department name		
Head of Department signature		Date