



**2023 EXPLANATION OF ABSENCE FROM AN ASSESSMENT TASK**  
(for all NON-AP assessment tasks)

Non-AP Assessment Tasks - Take this form to the KLA HT who will then forward it to the HT Stage 6.

**Note:** failure to fully complete this form or provide necessary detail and supporting documentation will result in an application being declined.

**A copy of the medical certificate must also be provided to the student window.**

Student's name: \_\_\_\_\_ Date: \_\_\_\_\_

Course name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of assessment task: \_\_\_\_\_ Year:  11  12

Assessment task details - **attach a copy of the assessment notification to this form**

Students must explain the reason for absence from the assessment task: (evidence should be attached to this form)

---

---

---

---

---

Student's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

*Take this form to the Head Teacher KLA*

**For Office Use Only**

Was this Assessment Task rescheduled?  Yes  No

Head Teacher KLA Decision:

---

---

Date: \_\_\_\_\_

Date student informed: \_\_\_\_\_

*Please return completed form to Head Teacher Stage 6*