

# Missed Assessment Student Form

Please fill in the fields below outlining the assessment and the steps that will be taken to submit the assignment in a timely fashion.

Keep in mind that once one week past the assessment has occurred and if no contact with your teacher has been made, the assessment will **no longer be given and a mark of 0 will be recorded.**

Your teacher can be reached at [ben.wisniewski@eics.ab.ca](mailto:ben.wisniewski@eics.ab.ca)

1. **Email address \***

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2. **Original Due Date of Assignment**

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*Example: Monday, December 15, 2024*

3. **Assessment Title**

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*Example: "Cell Division Unit Exam" or "Neuron Quiz"*

4. **Reason for missed assessment**

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5. **Parent Signature. \*\*\*\*required\*\*\***

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6. **Parent email**

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7. Please outline what assistance (if needed) can be provided to you by the teacher to help you complete your assessment.

8. What date will the assessment be completed?

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You may choose **Tuesday Exam Room** or **Wednesday Flex Block**

## Acknowledgement

9. **Please acknowledge that until your assessment is completed, your mark will be recorded as NHI (not handed in) with a weight of 0 in Gradebook.**

*Check all that apply.*

Yes, I understand.

10. **Please acknowledge that if you do not complete your assessment within 1 week of the assessment date or before the unit exam, your mark will be recorded as a zero in Gradebook.**

*Check all that apply.*

Yes, I understand.

11. **Please acknowledge that if you miss the agreed upon date of your assessment it shall be written the next day.**

*Check all that apply.*

Yes, I understand.

12. **Please acknowledge that if you miss the agreed upon date of your assessment it is your responsibility to immediately contact your teacher.**

*Check all that apply.*

Yes, I understand.