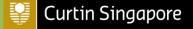
ASSESSMENT DEFERRAL (Diploma of English for Academic Purposes)

IMPORTANT INFORMATION

- 1. An application must be submitted directly to the Director of Studies (English) within 2 working days of the missed assessment.
- 2. An assessment deferral will only be considered with adequate evidence (eg. Medical Certificate).
- 3. An application outcome will be emailed within 5 working days, provided adequate evidence is submitted.

STUDENT DETAILS		
Student ID: Family Name: Date of Birth:	Contact number: Given Name: Age:	
CURRENT ENROLMENT DETAILS		
Study Period:		
MISSED ASSESSMENT DETAILS		
Assessment Title:	Assessment Date:	
REASON FOR MISSING ASSESSMENT (attac Family Commitment Serious Illness		
STUDENT'S ACKNOWLEDGEMENT		
I have read and understood the information on this form.		
Student's Signature:	Date:	
FOR OFFICIAL USE ONLY:		
APPLICATION OUTCOME		
Application is: Approved Not Approved		
Approved by:	Date:	
Remarks:		
New Date: New Time: PRIVACY STATEMENT	Student emailed on:	

At Curtin Singapore the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the school collects in order to provide the services that it does, is personal information. For details of how the school will use, disc lose and protect your personal information, please contact Curtin Singapore.



HANDOVER TO INVIGILATOR (if assessment requires invigilation)		
<u>TO</u> INVIGILATOR	<u>FROM</u> INVIGILATOR	
Name :	Name : Academic Staff	
Signature :	Signature :	
	Absentees? If no, continue accordingly. If yes, refer to Deferred Assessment process.	

HANDOVER ASSESSMENTS AND/OR COVER SHEETS TO LECTURER FOR MARKING / IN-CLASS ASSESSMENTS		
TO LECTURER	FROM LECTURER	
Name :	Name : Academic Staff	
Signature : Answer Key received	Signature : Answer Key returned	
	Absentees for In-Class Assessments? If no, continue accordingly. If yes, refer to Deferred Assessment process.	
	Requires Moderation? If no, continue accordingly. If yes, refer to Assessment Moderation process.	

MARKS ARE CHECKED AND ASSESSMENTS SAVED BY ADMIN

□ Marks entered in assessment spreadsheet by SAS Officer

Assessment are saved (Hard copy / Soft copy)

SAS Officer checked : Academic Staff

ASSESSMENTS AND/OR RESULTS RELEASED TO STUDENT

Note: AE Exams & GE Progress Test scripts are not released to students, only marks.

🗌 Via email

In Class

In English Office

ASSESSMENTS AND/OR RESULTS RECEIVED BY STUDENT (if applicable)		
Student Signature	Date	Remarks

PRIVACY STATEMENT

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