

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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Contact number: _____
Family Name: _____	Given Name: _____
Date of Birth: _____	Age: _____

CURRENT ENROLMENT DETAILS
Study Period: _____
<input type="checkbox"/> General English 2 <input type="checkbox"/> General English 3 <input type="checkbox"/> Academic English 2 <input type="checkbox"/> Academic English 3

MISSED ASSESSMENT DETAILS
Assessment Title: _____ Assessment Date: _____
REASON FOR MISSING ASSESSMENT (attach supporting documents)
<input type="checkbox"/> Family Commitment <input type="checkbox"/> Serious Illness <input type="checkbox"/> Others

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: _____ Student emailed on: _____

PRIVACY STATEMENT

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

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

MARKS ARE CHECKED AND ASSESSMENTS SAVED BY ADMIN
<p><input type="checkbox"/> Marks entered in assessment spreadsheet by SAS Officer</p> <p><input type="checkbox"/> Assessment are saved (Hard copy / Soft copy)</p> <p>SAS Officer checked : <u>Academic Staff</u></p>

ASSESSMENTS AND/OR RESULTS RELEASED TO STUDENT
<p>Note: AE Exams & GE Progress Test scripts are not released to students, only marks.</p> <p><input type="checkbox"/> Via email <input type="checkbox"/> In Class <input type="checkbox"/> In English Office</p>

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

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