

**Procedures to follow when a learner is absent for an assessment task or test./  
Prosedures om te volg indien 'n leerder afwesig was vir 'n assesserings taak of  
toets.**

1. Parent to complete the “Request for extended opportunity” Form A./Ouer moet die “Aansoek vir uitgebreide geleentheid” Vorm A voltooi.
2. Completed Form A to be sent to relevant educator./Voltooide Vorm A moet aan relevante onderwyser gestuur word.
3. Educator will complete a “Confirmation letter for extended opportunity”, Form B, and include the date for the extended opportunity./Onderwyser sal 'n “Bevestiging van uitgebreide geleentheid” brief, Vorm B, voltooi waarin die datum van die uitgebreide geleentheid aangetoon word.
4. Parent and learner sign receipt of the letter and return it to the educator (Bottom part of Form B)./Ouer en leerder teken ontvangs van die brief en stuur dit terug aan die betrokke onderwyser ( Onderste gedeelte van Vorm B).
5. If a learner fails to make use of the extended opportunity, the learner will sign a confirmation for a 0% mark for that specific assessment as indicated on Forms A and B./Indien 'n leerder nalaat om van die uitgebreide geleentheid gebruik te maak, sal die leerder 'n brief onderteken dat hy/sy 0% vir die betrokke assessering sal kry, dit is ingesluit by Vorm A en B.
6. **If procedure is not followed, the parent and learner automatically consent to a 0% mark for the missed assessment./Indien die procedure nie gevolg word nie gee beide die ouer en die leerder automaties toestemming dat die leerder 0% kry vir die betrokke assessering.**

**REQUEST FOR EXTENDED OPPORTUNITY  
FORM A**

Name of learner: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ Educator: \_\_\_\_\_

Task not completed due to:

Sick	<input type="checkbox"/>	Note attached	<input type="checkbox"/>
Funeral	<input type="checkbox"/>	Note attached	<input type="checkbox"/>
Covid isolation	<input type="checkbox"/>	Note attached	<input type="checkbox"/>
Other	<input type="checkbox"/>	Letter attached	<input type="checkbox"/>

I, hereby, request an extended opportunity for my child to write his/her missed assessment task. I consent that if my child misses the extended opportunity, that my child will then get 0% for the said task.

Name of Parent: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact number: \_\_\_\_\_ Date: \_\_\_\_\_