



Authorised Absence from In-course Assessments

This form should be completed by an appropriate member of staff (Tutor, Year Leader, etc) but can only be authorised by the Course Director, Year Leader or via the SPD system.

Member of Staff Initiating Request:		Date:	
Student Name:			
Name of Course:		Year of Study:	
What Assessment does this relate to:			
Assessment Date / Deadline:			
Reason why an authorised absence is required:			

Please Note:

- unforeseeable uncontrollable
- Supporting evidence
- _____
- _____

Reason for <u>Not</u> Authorising Absence:			
Name of Authorising Staff Member:		Date:	
Position:			