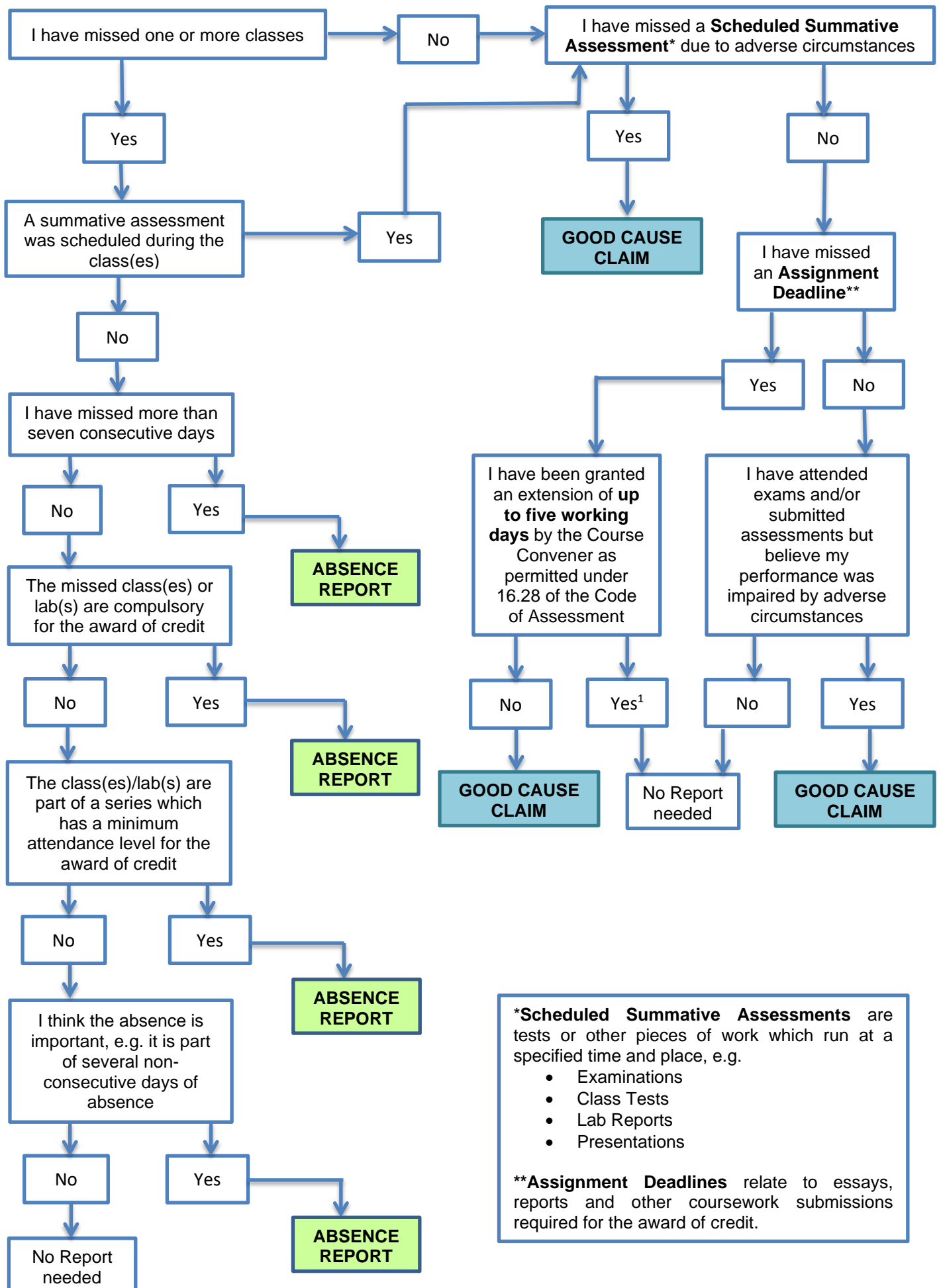


# Absence Report or Good Cause Claim?



**\*Scheduled Summative Assessments** are tests or other pieces of work which run at a specified time and place, e.g.

- Examinations
- Class Tests
- Lab Reports
- Presentations

**\*\*Assignment Deadlines** relate to essays, reports and other coursework submissions required for the award of credit.

<sup>1</sup> If a further extension beyond five working days becomes necessary a Good Cause Claim should be made.