

# Absence Exam Form



Dear Subject Teacher(s),

\_\_\_\_\_ will be away due to \_\_\_\_\_ on/from  
\_\_\_\_\_. Therefore he/she may need to sit your exam on an alternative  
day.

Please write the relevant information below.

Exam missed	Exam date alternative	Teacher signature

Please give this to Ms Eppingstall one week prior to the exam clash.

**Ms Eppingstall signature**

\_\_\_\_\_