**Department of Chemistry  
Request for an “average mark” for a missed chemistry practical**

When students miss a practical we prefer then to attempt to do the practical on another occasion, but we appreciate that both for reasons of timetabling and logistics this is not always possible. If the student has missed the practical for good reasons (e.g. illness) the student’s Director of Studies or Tutor may request the award of an “average mark” for that practical.

Average marks can only be given for an occasional absence. Students who are absent for extended periods of time will need to make, through their Tutor, more formal representations to e.g. the Applications Committee. The Director of Teaching will be happy to advise in such cases.

Please use this simple form to request an average mark. It can be filled in either electronically or by hand, and should be returned to the Teaching Office in the Department as an EMAIL attachment to [teaching.office@ch.cam.ac.uk](mailto:teaching.office@ch.cam.ac.uk) or by post to Dr James Keeler, Director of Teaching, Department of Chemistry.

Student’s name

Student’s college

Student’s CRSid (e.g. xyz99)

Course being studied (e.g. Part IA, Part IB Chemistry A, Part IB Chemistry B, Part II)

Practical missed and the date on which that practical should have been undertaken

Reason for missing the practical

Name and EMAIL address of Director of Studies or Tutor