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

When students miss a practical we prefer them 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 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 must be completed and returned by the DoS/Tutor** as an email attachment to teaching.office@ch.cam.ac.uk or by post to Dr Bill Nolan, Director of Teaching, Yusuf Hamied Department of Chemistry.

Student’s name:

Student’s college:

Student’s CRSid (e.g. xyz99)

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

Date of Practical Missed:

Name of Missed Practical:

Reason for missing the practical:

Name and EMAIL address of Director of Studies or Tutor