



Illness/Misadventure Application Form

Name: Course: Year:

Name of Assessment Task: Nature of Task:

(attach a copy of the task)

Class Teacher: Weighting: Date Due:

Section A

To be completed by the student

Outline reasons for this application for Illness/Misadventure and attach relevant documentation.

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• Parent/Carer Signature: Student Signature:

• Date: Date:

Section B

To be completed by the Head Teacher

Head Teacher's Name: Faculty: Course:

Receipt date of Illness/Misadventure form:

Task submitted/completed: Yes No Date Completed:

Date of rescheduled task:

Comments:

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HT Signature:

Section C

To be completed by the Assessment Review Committee

Resolution:.....

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ARC Members.....

- Copy to: Committee/Relevant Head Teacher /Student/Parent/Carer/Student File

Procedures for Illness / Misadventure

Students missing an assessment task and wishing to make application for Illness or Misadventure must follow the procedure outlined below:

Step One: Student Contacts the School

Student is requested to inform the school of the absence.



Step Two: On first day of return

It is the student's responsibility:

- (i) Report to the Head Teacher of the Faculty concerned
- (ii) Complete Illness / Misadventure Application including Head Teacher comments and Parental Signature.
- (iii) Submit application form to faculty Head Teacher within 2 days of their return.



Step Three: Resolution and Feedback

Assessment Review Committee consisting of a Deputy Principal plus 2 Head Teachers, will meet to consider application. Resolution and feedback given to Head Teacher, student and parents.



Request for Extension Form

Name: Course: Year:

Class Teacher: Weighting: Date Due:

Name of Assessment Task : Nature of Task: (please circle)

Examination, Performance, Assignment, Field Work, Portfolio, Research Activity, Practical Task, Speaking Task

Viewing Task, Written Task, Other (please specify):

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Section A

Due Date of Assessment Task:/...../.....

Reason for application: (attach supporting letter or documentation as necessary)

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(State sufficient details to support your case for consideration, to gain an extension of time)

Signed (Student) : Date:/...../.....

Signed (Parent) : Date:/...../.....

Section B

Head Teacher's Comment:

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Signed: Date:/...../.....

Form Issued on:/...../..... Form Received on:/...../..... By:

Section C

Decision:

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Signed: Date:/...../.....