



Illness/Misadventure Information

Introduction

Before completing read the following information carefully.

Illness/Misadventure applications can be submitted when a student:

- is prevented from attending an examination due to illness or misadventure; or
- considers that their performance in an assessment has been significantly affected by illness or misadventure. Applications received after examination results are released cannot be considered.

Attendance at Examinations and submission

If possible, you should attend every examination and submit what has been completed for hand-in assessments by the due time. If you do not complete/submit assessments and your application is unsuccessful you will receive a mark of zero. The school does not expect you to attend examinations against specific medical advice.

How to Apply

1. Consult the Deputy Principal immediately upon your return to school. If an absence occurs during an assessment period the school must be contacted and details of the absence provided. Where an absence is likely to be long term, the school must be contacted.
2. Complete Section A of the Illness/Misadventure form.
3. Section B of the Illness/Misadventure form should be completed by a health professional or another appropriate person, e.g. a counsellor or police officer. A Doctor's Certificate is usually not specific enough. If a student suffers bereavement or some other misadventure such as lateness due to public transport failure, a parent statement must be made in the relevant section.
4. Hand the completed form to the Deputy Principal in charge of your year group.

Restrictions on Applications

You cannot submit an appeal on the basis of:

- difficulties in preparation or loss of preparation time. Applications can only be considered against the date of the examination or assessment submission.
- the same grounds for which you received or should have applied for special provisions, unless you experience additional difficulties.
- alleged deficiencies in tuition or misreading the examination timetable, instructions etc.
- technology issues or failure.

Processing of Applications

- All completed applications are to be submitted to and reviewed by the Deputy Principal. The Deputy Principal will notify applicants if their application is unsuccessful.
- Students must correspond with their teacher and complete all assessments regardless of approval.
- In the case an estimate is issued, this estimated mark/grade may change as the student completes further assessments over the course.
- Unsuccessful applications can be appealed, in writing, no later than 3 days after receiving the decision. The appeal will be considered by the senior executive.





Illness/Misadventure Application Form

Student Name: _____ Year: _____ Date: ____/____/____

NESA Student Number: _____

Year 11 and 12 students must include this number

Student Declaration

I consider that my examination performance was affected by an unforeseen illness or misadventure that occurred immediately before or during the examination(s), as set out in Section A of this form. I declare that all the information I have supplied is true (student must sign unless incapacitated).

Student Signature

____/____/____
Date

SECTION A (to be completed by the student)

Date of Exam	Name of Exam (One only per space) You must describe the task e.g. 2 Unit French written exam.	For EACH and EVERY assessment, describe how unforeseen illness or misadventure affected your performance or prevented your attendance. Give details of any action you took to report this. DO NOT use dittos, or write 'AS ABOVE', but describe for EACH assessment task	Did you attend? YES/NO





SECTION B (independent evidence)

Normally completed by a doctor or other health professional, a counsellor or a police officer. This person must not be related to the student.

Information for independent person:

To accurately assess the Illness/Misadventure, the following information is required:

1. In the case of illness, the date of onset of the illness, plus any additional dates of consultations. In the case of misadventure, the date and time of the occurrence and subsequent events is required.
2. The specific details of the illness/misadventure should be outlined. In the case of illness, health professionals must describe the student's symptoms and describe how these symptoms impeded assessment performance. If the student was unable to attend an examination, it is imperative that details be provided.
3. If possible, some indication of the duration of the condition should be given.

Statement and details of independent Person:

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Name: _____ Telephone: _____

Title: _____ Signature: _____

Address: _____ Date: ____/____/____

Parent/Carer statement:

If there are exceptional circumstances as to why independent evidence cannot be submitted (see Page 1 'how to apply' point 3).

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I declare that all the information I have supplied is true.

Parent/Carer Signature

____/____/____
Date





SECTION C (OFFICE USE ONLY)

Deputy Principal approval:

☐ YES

☐ NO

☐ CONDITIONAL

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Senior Executive Signature

____/____/____
Date

