
2022 Illness Misadventure – Student Information Guide

Information Guide

The New South Wales Education Standards Authority (NESA) Illness/Misadventure program assists students who:

- are prevented from attending an exam (including a practical exam) due to unforeseen situations such as illness or misadventure
- consider that their performance in an exam has been affected by unforeseen situations such as illness or misadventure immediately before or during the exam.

If either of the above categories applies to you at the time of the HSC exams, you will need to complete an Illness/Misadventure application. Before you complete the application, you should read the following information carefully. You should refer also to *Rules and Procedures for Higher School Certificate Candidates*.

Limitations on Applications

NESA's responsibility is limited to the conduct and presentation of the exams. This means students may only apply to NESA in relation to circumstances that occur **immediately** before or **during** an exam that affect their performance in the exam.

You **cannot** submit an application on the basis of:

- difficulties in preparation or loss of preparation time; for example as a result of an earlier or pre-existing illness
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the exam
- the same grounds for which you received disability provisions, unless you experience additional difficulties during an exam
- alleged deficiencies in teaching; for example extended teacher absences
- loss of study time or facilities during Year 12
- misreading the exam timetable. If you miss an exam or arrive late to an exam because you misread the timetable, contact your principal immediately. He or she may make a submission to NESA on your behalf
- misreading exam instructions
- failure to enter for the exam in the correct course
- illness and/or misadventure in a course that is undertaken as a self-tuition student
- other commitments, such as participation in entertainment, family holiday, work or sporting events, or attendance at exams conducted by other education organisations.

If you are unsure whether you are eligible, you should ask your principal.

Your Rights and Responsibilities

It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. Only if you are incapacitated, an application may be submitted by your parent/guardian on your behalf.

When completing an Illness/Misadventure application, you should pay close attention to the instructions and complete all relevant sections. Submitting an incomplete application could jeopardise the outcomes.

Attendance at Exams

You must attend every exam. Do not miss an exam just because you do not feel able to do your best. The Illness/Misadventure program is designed to support students who perform below their expectations because of unforeseen illness or misadventure.

NB: If you do not attend an exam and your Illness/Misadventure application is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

NESA does not expect you to attend an exam against specific medical advice. If you cannot attend an exam (including a practical exam) you must notify your principal immediately. Provide them with all relevant sections of the Illness/Misadventure form and any other relevant medical documentation to support your application.

You must seek medical advice and the medical practitioner must complete NESA's Illness/Misadventure form (Section C1) **at the time of the exams** for **each and every** exam you are applying for.

Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your application. You must seek independent evidence **on the same day, either immediately before or after each exam** for which you are applying. The documentation you provide must be current, specific to the date and time of the exam, and submitted with the Illness/Misadventure form.

A medical certificate that merely states you were unfit for work/study is unacceptable.

Practical Submissions

If, as a result of unforeseen illness or misadventure, you experience difficulties in completing your practical submission, you must advise your teacher immediately. They will complete Section B of the Illness/Misadventure form. For example, a Visual Arts Body of Work or Society and Culture Personal Interest Project.

Performance Exams

If unforeseen illness or misadventure occurs before the exam begins, and you are still able to attend the exam, notify your principal before you begin the exam. If you are presenting for the exam at a venue other than your home school, notify a NESA officer. For example, a Drama performance exam or Language speaking exam.

Before starting your exam, also advise the Examiner of your situation. Do not hesitate to approach the Examiner as their observations will be important in assessing your Illness/Misadventure application.

In the case of performance exams, it is not necessary to have Section B of the form completed. The Examiner will complete a report and send it to NESA separately.

Written Exams

If you are suffering from unforeseen illness or misadventure, but are still able to attend the exam, you must notify the Presiding Officer (the person supervising the exam) before the exam starts. If the illness or misadventure occurs during any exam, notify the Presiding Officer at once.

Do not hesitate to approach the Presiding Officer. They are there to help you. If you submit an Illness/Misadventure application, the Presiding Officer will need to complete Section B.

Completing & Submitting Your Application

The application **must not** be completed before the relevant exam has been conducted, or before the due date for practical submissions.

Before signing the **Student Declaration**, read the statements above the signature box very carefully. It is strongly recommended that you sign the form only after you have completed Section A, and after Section C has been completed by an appropriate person.

NB. If Section C is incomplete and you did not attend an exam, you may not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

It is the Principal's responsibility to submit your application to NESA.

All sections need to be completed as follows:

Form	Completed By:	Submit to:
Student information and declaration	Student	Principal
Section A	Student <ul style="list-style-type: none">Complete Section A of this form on each day of each exam you apply for.Notify the Presiding Officer (written) or marker/examiner (practical) for every exam you apply for.	Principal
Section B	Presiding Officer - for written exams Class teacher - for practical submissions Note: for speaking, or performance exams (eg Languages, Music) the examiner/marker will complete a report and send it to NESA separately.	Principal
Section C	Medical practioner or appropriate persons (eg police officer, road assistance, fire brigade). <ul style="list-style-type: none">Take this form to your doctor or another appropriate person to have Sections C1 and/or C2 completed.Additional evidence may be attached to Section C.	Principal
Section D	Principal	NESA The principal must submit the application with all required documentation via Schoolsonline .

The NESA Application Process

The NESA Illness/Misadventure Panel considers and makes a recommendation on each application on the basis of:

- NESA's responsibility in relation to the *Education Act 1990*, and
- the evidence presented in your Illness/Misadventure application.

The Illness/Misadventure Panel consists of senior education professionals who operate as a team and follow strict procedures. Each application is reviewed by a minimum of two panel members to ensure that every case is determined fairly and consistently. Complex matters may be referred the panel chair or to an independent medical expert for advice.

You will be notified of the outcome of your application on the same day as you receive your Higher School Certificate results.

Closing Dates for Applications

Practical exams – one week after the exam or submission date

Written exams – within one week of the your last exam **and** no later than the last scheduled HSC exam.

Exam Illness/Misadventure Application Checklist

Please tick to ensure:

- ☐ you have correctly recorded your student number
- ☐ you have completed Section A for **EACH AND EVERY** exam you wish to apply for. You should write **specific comments** for each exam and not just duplicate comments.
- ☐ you have had Sections C1 and/or C2 completed and attached the relevant documents for each exam for which you are applying. **Reminder a medical certificate that merely states you were unfit for work/study is unacceptable.**
- ☐ you have signed the student declaration form

If you have any questions about the Illness/Misadventure program that your principal cannot answer, please call (02) 9367 8381 or (02) 9367 8325.

2022 Illness Misadventure

Declaration

*This form must be completed by **the student** who is applying for Illness/ Misadventure*

I, _____ Student Number: _____

request that the NSW Education Standards Authority (NESA) consider my application for Illness Misadventure.

I have carefully read the [HSC Rules and Procedures guide](#), detailing Illness/Misadventure application and the instructions on this form.

I consider that my exam performance was affected by **unforeseen** illness or misadventure which occurred **immediately before or during** the exam(s). I declare that all the information that I have supplied is true.

I give permission for a medical practitioner appointed by NESA or its officers to obtain further details from any person who has provided evidence in Sections C1 or C2, if applicable and considered necessary by NESA.

Student's signature: _____ Student's contact number: _____

Student's email address: _____ Date: _____

NB. If the student is unable to sign for themselves please contact:
Student Support (02) 9367 8381 or (02) 9367 8325

2022 Illness Misadventure – Section A

[illegible]

2022 Illness Misadventure – Section B

To be completed for:

- Written exam by Presiding officer
- Practical submissions by the class teacher
- Performance/Speaking exams – leave Section B blank – The Examiner/Marker will provide NESA with a report.

Student name		Student number	
Name (of the person completing this form)		Signature	
Centre Name and Number		Position	
Contact number		Date	

Please attach a separate sheet if you wish to make further comments that might assist in the consideration of the application.

Exam	Provide detailed observations (e.g. bleeding nose, constant coughing, guitar string broke). It is most important that this section is completed for EVERY exam in which the student has applied.	Did the student report illness or misadventure? YES/NO	Estimate of total time lost during exam (hrs/mins).

2022 Illness – Section C1 – Independent Evidence

Important information

This form is used by the NSW Education Standards Authority (NESA) to confirm and evaluate the impact on the student's functioning in an exam.

Students should attend all exams. Students who are unwell must seek independent medical advice either **immediately before** or **immediately after** an exam.

- An **appropriately qualified health professional** must complete this form. They must not be related to the student or have a relationship that could be seen as a conflict of interest.
- Only **one** health professional should complete this form. If multiple health professionals need to contribute information, each one should complete a separate form.
- NESA will not accept this form if anyone other than the signatory has written on it.
- Providing false or fraudulent information, including editing or adding to the health professional's comments, is a breach of HSC rules. The Examination Rules Committee may deem this malpractice and impose a penalty on the student's HSC results.

Health professionals:

- Any amendments to this form must be initialed and dated.
- Answer all questions based on your own professional opinion.
- The student has given permission for NESA to obtain further information relating to the application from anyone completing section C1.
- A medical certificate that merely states student was unfit for work/study is unacceptable. Please note that any fee for providing this report is the responsibility of the student.

Patient's name	
Diagnosis of medical condition	
Date of onset/diagnosis of illness	
Date(s) and times of all consultations/meetings related to this illness	
Please describe how the student's condition and symptoms will or has affected their exam performance (if the student was unable to attend an exam, it is essential that you provide full details in the space provided or on additional sheet(s) and attach them to the application.)	

Any other comments or information which may assist in the assessment of the student's application.

Details of doctor or health professional who completed this form

PLEASE NOTE: Do not sign this form if anyone other than you has written on it.

Name: _____ Profession: _____

Qualifications/specialty: _____

AHPRA Registration Number: _____

Place of work/organisation: _____ Telephone: _____

Signature: _____ DIGITAL SIGNATURES WILL NOT BE ACCEPTED Date: ____ / ____ / ____

2022 Misadventure – Section C2 – Independent Evidence

Important information

This form is used by the NSW Education Standards Authority (NESA) to confirm and evaluate the impact on the student's functioning in an exam.

Students should attend all exams. Students who experience unforeseen misadventure are advised to seek independent advice from relevant person either **immediately before** or **immediately after** an exam.

Independent evidence of misadventure to be completed by a relevant person such as a police officer, fire brigade, roadside assistance etc.

- The person completing Section C2 must not be related to the student or have a relationship that could be seen as a conflict of interest.
- Only **one** person should complete this form. If multiple people need to contribute information, each one should complete a separate form.
- NESA will not accept this form if anyone other than the signatory has written on it.
- Providing false or fraudulent information, including editing or adding to the health professional's comments, is a breach of HSC rules. The Examination Rules Committee may deem this malpractice and impose a penalty on the student's HSC results.

The student has given permission for NESA to obtain further information relating to the application from anyone completing section C2.

Student's name	
Student's number	
Date of misadventure	
Are you known to student? YES/NO	
If yes nature of relationship	
Were you a witness to the event? YES/NO	
If no, how did you obtain the evidence you are providing	

Independent evidence of misadventure to be completed by a relevant person such as a police officer, fire brigade, roadside assistance etc.

Details of person who completed this form
PLEASE NOTE: Do not sign this form if anyone other than you has written on it.

Name: _____ Profession: _____

Place of work/organisation: _____ Telephone: _____

Signature: DIGITAL SIGNATURES WILL NOT BE ACCEPTED _____ Date: ____ / ____ / ____