Illness/Misadventure Information Years 10, 11 & 12

Illness/Misadventure applications can be submitted where a sudden illness or misadventure:

- · occurred immediately before or during an assessment
- · was unexpected
- was beyond your control
- prevented you from attending OR diminished your exam performance.

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

- Seek relevant external evidence from a professional to validate your application. This includes a doctor's certificate, police report etc and <u>must relate to the day of the task</u>. (Section B)
- The student is to complete the remainder of the form (Section A) and submit to the Deputy Principal no more than two days after the original assessment date or the end of a scheduled assessment week.

Expectations upon return to school

- Students must submit the application form and speak with their class teacher.
- Hand-in tasks are to be submitted upon immediate return.
- Students should be prepared to sit examinations and in-class tasks upon their return.
- The usual practice for students who were not in attendance for examinations/in-class tasks will be a substitute task. A HT
 may allow a delayed sitting of the same task depending on circumstance and its validity. An estimate may be calculated
 if opportunity does not exist to sit a substitute task.
- Students who were present will receive either their mark or an estimate, whichever is higher.

Restrictions on Applications

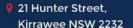
You cannot submit an application on the basis of:

- difficulty preparing or lost preparation time (including technology failure)
- alleged deficiencies in teaching
- lost time or facilities for study
- misreading exam timetables and/or instructions
- long-term illness (e.g. glandular fever, asthma or epilepsy), unless you suffer a flare-up of the condition during an exam
- conditions for which you have been granted or should have applied for disability provisions, unless you have further unexpected difficulties
- courses where you are a self-tuition student
- other commitments such as participation in entertainment, family holiday, work, sporting events, or attendance at exams conducted by other education organisations.

Processing of Applications

- All completed applications are to be submitted to the Deputy Principal upon the student's immediate return. If absence
 is long-term, students should make contact with the Deputy Principal so the school is aware. The Deputy Principal will
 notify applicants if their application is unsuccessful.
- 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 For Years 10, 11, 12

Student Name:		Year:	_ Date:	/	/			
NECA Ctud	ant Number							
NESA Student Number:								
Student Declaration								
I consider that my assessment performance was affected by an unforeseen illness or misadventure that occurred immediately before or during an exam, 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		/					
SECTION A (to be completed by the student)								
Date of	Name of Subject AND	For EACH and EVERY asse			Did you			
Exam	Assessment (One only per	specific impact of the une misadventure on your pe	•	ss or	attend or submit			
	space)	DO NOT use dittos, or wri		. but	on time?			
		describe for EACH assessi		,	YES/NO			







SECTION B (independent evidence)

Normally completed by a doctor or other health professional, a counsellor or a police officer. This person must <u>not</u> 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:							
Name:		Telephone:					
Title:		Signature:					
Address:		Date:	/				
Parent/Carer statement: Only complete if there are exceptional circumstances as to why independent evidence cannot be submitted.							
I declare that a	ll the information I have supplied is tru	e.					
			1 1				
	Parent/Carer Signature	 -	// Date				







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SECTION C (OFFICE USE ONLY) Deputy Principal approval: ☐ YES ☐ NO ☐ CONDITIONAL

Date

Senior Executive Signature

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