



Illness/Misadventure Information

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.

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 must relate to the day of the task. (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:

- 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
- attending sporting or cultural events.

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

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 Assessment (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

