



ILLNESS/MISADVENTURE/APPEAL FORM



- 1. Illness-** illness or physical injuries suffered directly by the student which has affected the student's performance in a task, or their attendance on the day of a task.
- 2. Misadventure-** events beyond a student's control which has affected the student's performance in a task.
- 3. Appeal –** appealing the outcome of an assessment task or the outcome of an Illness/Misadventure/Appeal Application.

Students are to complete Section A and B, then submit to Head Teacher (Years 7-9) or Deputy Principal (Years 11 and 12) for consideration by the Assessment Review Committee.

Note: This form must be submitted within three days following the specified due date or within one week of the due date if the student remains absent. If the student is submitting an appeal, this must be completed within one week of the student receiving feedback.

SECTION A - *To be completed by the student*

Name: Year 7 8 9 10 11 12 *(circle)*

Subject: Due Date:

Teacher: Task Number:

Assessment Task:

(Examination, Topic or Unit test, Assignment, Research Activity, Practical Exercise, Practical Test, Field Work, Other)

Reason for Misadventure/Illness/Appeal:

(State sufficient details to support your case for failure to meet requirements)

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Supporting Documentation Attached:

(Mandatory for Years 11 and 12)

Doctors Certificate Statutory Declaration Other:

SECTION B – *Acknowledgement*

Students Signature: Date:

Parent/Carers Signature: Date:

SECTION C – To be completed by the Assessment Review Committee

Student has discussed Misadventure/Illness/Appeal with:

Teacher: Yes/No: **Head Teacher:** Yes/No **Deputy Principal:** Yes/No

Approved Details of arrangement below.

Not approved A zero mark will be awarded.

Comment:

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Head Teacher Signature: **Date:**

Deputy Principal Signature: **Date:**

SECTION D – To be completed by the Head Teacher

A copy of this form has been:

Given/posted to the student/parents on / /2

Placed in the student file.

Head Teacher Signature: **Date:**

SECTION E – To be completed by the Deputy Principal (Stage 6 Only)

A Sentral Data Entry has been made detailing this application (Stage 6 Only).

Deputy Principal Signature: **Date:**