



Narara Valley High School

ILLNESS or MISADVENTURE REQUEST FORM

This form must be submitted **no later than 5 school days** from the submission date of the assessment task.
In cases of prolonged absence, please contact the Head Teacher of the course or the Deputy Principal.

Student Name:	Course teacher:
Year group:	Roll Class:
	Date:

THIS FORM WILL NOT BE ACCEPTED UNLESS ALL BOXES ARE TICKED:

- | | |
|---|--|
| <input type="checkbox"/> Reason for illness/misadventure request completed | <input type="checkbox"/> Doctor's Certificate/supporting evidence attached |
| <input type="checkbox"/> All course and task details to be completed | <input type="checkbox"/> Parent/Carer signature and date completed |
| <input type="checkbox"/> Classroom teacher/Head Teacher comment/signature completed | <input type="checkbox"/> Student signature and date completed |

Once this form has been completed, the student must then hand the request form to the Deputy Principal

STUDENT TO COMPLETE

Reason for Request: **Illness** **Misadventure** **Absent**

Course Name: _____ **Original task due date:** _____

Task Name: _____ **Task number : 1/2/3/4** **Task weighing %:** _____

Nature of task: **In class task** **Oral presentation** **Written submission** **Practical submission** **Examination**

Briefly describe the reason for illness or misadventure:

Documentation Attached: **Doctor's Certificate** **Other - Please describe:** _____

Failure to submit this document in full may result in a zero mark. I declare that all information provided is true.

Parent/Carer Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

TEACHER TO COMPLETE

Classroom Teacher Recommendation: _____

Has the task been completed / handed in? **Yes** **If 'Yes' – when? Date:** _____

No **Suggested new submission date:** _____

Head Teacher Signature: _____ **Date:** _____

DEPUTY PRINCIPAL TO COMPLETE:

REQUEST APPROVED: **Yes** **No** **Student notified of decision**

Deputy Principal Signature: _____ **Date:** _____

Extension of Time **New Submission Date:** _____ **Alternate Task** **Mark adjustment**

Illness or Misadventure Request Guidelines

Narara Valley High School will only consider awarding special consideration in cases of **Illness or Misadventure**. These may be defined as follows;

- **Illness or injury** – that is, illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the examination(s) (e.g. influenza, an asthma attack, broken arm);
- **Misadventure** – that is, any other event beyond the student's control which allegedly affected the student's performance in the examination(s) (e.g. death of a friend or family member, involvement in a traffic accident, isolation caused by a natural disaster).

NOTE:

- On the due date of an assessment task, students must be present for the full school day and attend each timetabled lesson.
- Absence from school on the day of an assessment task does not warrant Illness/Misadventure unless the student follows the correct procedure. Student's must complete the Illness/Misadventure Request Form in full and attach the relevant documentation and supporting evidence within 5 school days of the due date of the task.
- **Medical Certificates must be written for the day of the task and specify a genuine reason for the absence.** A medical certificate that merely states you were unfit for school/work/study is unacceptable.
- Supporting documentation needs to be current, specific to the date/time of the task or exam and submitted with a completed Illness/Misadventure form. Documentation includes: Medical Certificate, statement from Police, certified statutory declaration.
- Students have 5 school days from the original due date of the assessment task to submit the completed Illness or Misadventure Request Form to the Deputy Principal.
- On the first day a student returns to school they must:
 - Speak with their classroom teacher or head teacher.
 - Hand in the outstanding assessment task.
 - Complete the missed in-class assessment.
 - In the case of missed examinations, the student is expected to sit the examination on the first day back.
 - If the student has missed more than one task, the student must report to the DP at the beginning of the day to plan for the completion of all tasks with the expectation that at least one missed task will be completed on that first day back.
- If a student still has not returned to school within the 5 school days, they are still required to submit an Illness/Misadventure form and contact the year group Deputy Principal
- All assessment tasks are published in the Assessment Information Booklets received by students at the beginning of their Year 11 and Year 12 HSC Courses.
- If an Illness/Misadventure Request is rejected by the panel, a mark of zero will be awarded. A student may further appeal this decision via a panel to be convened by the Principal.

If an Illness/Misadventure Request is approved the student will either:

- Complete the original task with an extension of time.
- Complete an alternate task of similar rigour based on the same outcomes.

In completing and submitting this form, those lodging the appeal agree to the conditions and policies above.