



Forbes High School Illness/Misadventure Form for school based Assessments, including Examinations

Name: _____ Date: _____

*This form must be submitted if you (1) know you will be absent from an assessment task with a valid reason or (2) had an illness or a misadventure that **prevented** you from doing the task or examination, or that **impacted** on your performance during the examination. This form must be submitted on the day or the first day you return to school to the Head Teacher of that subject (who will inform the Principal).*

I, _____ hereby apply on consideration of the following factor(s) which affected my performance In this assessment task.

- Only list the examinations/assessment tasks that you are appealing
- Do not list the examination/assessment tasks in which you were not affected by illness or misadventure

<input type="checkbox"/> Stage 6 High School Certificate	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 12
Assessment Task:	Teacher:	
Outline of Reason/s for misadventure/illness:		
Request and date for proposed completion (if applicable)		
Extension		
Penalty		

Note:

Documentary evidence from Parent/Doctor must be provided, except exceptional circumstances.

Independent evidence of illness/misadventure:

- Doctor's Certificate supplied: Yes/No
- Statutory Declaration by parent/guardian supplied: Yes/No

Statutory Declaration must include date of illness/incident, nature of incident (eg death of family member, car accident, etc); all relevant details of the incident; and contact details of parent/guardian.

I consider that my examination/assessment task performance was affected by illness or unforeseen misadventure which occurred immediately before or during the examination/misadventure as set out in this form.

I declare that all the information I have supplied is true:

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

<u>Recommendation and Decision</u>	
<input type="checkbox"/> Extension granted	<input type="checkbox"/> Penalty applied
<input type="checkbox"/> No penalty for lateness	<input type="checkbox"/> Estimate to be used
<input type="checkbox"/> _____	
Signatures: _____	
Principal's Signature: _____	
Head Teacher Informs student of Decision	
Signatures: _____	



Forbes High School

Illness/Misadventure Appeal for Assessments, including Examinations

Students who are ill, have an accident or misadventure immediately prior to or during the course of an Assessment have the right to appeal on the grounds of:

- i) failing to complete an Assessment
- ii) failing to attend an Assessment
- iii) feeling they have been unable to do justice to themselves in an Assessment Task.

When to Appeal

- i) if you require an extension due to illness your **Subject Teacher** must be informed immediately and form submitted
- ii) if illness, accident or misadventure prevents your attendance at an Assessment, your **Subject Teacher** must be informed immediately and form submitted.

How to Appeal

Submit full details of the Appeal on SECTION A of the Illness / Misadventure form, supported by Medical and / or other appropriate evidence to the subject Teacher.

Supports available for students for assessments

- Homework Centre – Mondays 3:15pm-4:45pm in School Library
- Library at lunch and recess – Computers and printers available
- Subject Teacher and Year Advisor
- Aboriginal Education Officer

Please Note:

A student absent from Assessment or late with an Assessment *will* receive a *Zero Mark* unless he / she has complied with these rules.