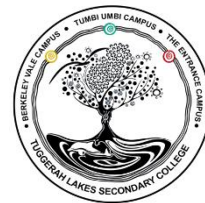




# TLSC The Entrance Campus

## Year 12

### ILLNESS/MISADVENTURE REQUEST FORM



**Note:** The following checklist must be completed prior to submission to relevant Head Teacher.

**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.

*See over the page for details of what constitutes a valid Illness/Misadventure request.*

**Student Name:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**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**

**Reason for Request:**

Illness

Misadventure

**Course Name:** \_\_\_\_\_

**Original task due date:** \_\_\_\_\_

**Task Name:** \_\_\_\_\_

**What % is the task worth:** \_\_\_\_\_

**Task Number:**  1  2  3  4

**Has the task been completed / handed in?** Yes

If 'Yes' – when? \_\_\_\_\_

No

**New submission date:** \_\_\_\_\_

**Have you submitted an Illness/Misadventure/Extension for this course before?**

Yes

No

**Will you lodge an appeal for this Illness/Misadventure in another course(s)?**

Yes

No

**Classroom Teacher Recommendation:** \_\_\_\_\_

**Classroom Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Documentation Attached:**

Doctor's Certificate

Other

Please describe: \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Head Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DEPUTY PRINCIPAL TO COMPLETE:**

**REQUEST UPHELD:**

Yes

No

(No – student may receive zero for the task)

**Deputy Principal Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Alternate Submission Date  New Date:** \_\_\_\_\_

**Alternate Task**

**Award Marks**

## Illness/Misadventure Request Form Guidelines

Tuggerah Lakes Secondary College The Entrance Campus will only consider awarding special consideration in cases of **Illness/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, a cut hand);
- **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 flood).

### **NOTE:**

- Absence from school on the day of an assessment task does not warrant Illness/Misadventure unless the student follows the correct process and completes the Illness/Misadventure Request Form and attaches the relevant documentation and supporting evidence.
- Supporting documentation needs to be attached to all Illness/Misadventure forms including Statutory Declaration or Medical Certificate.
- Students have 5 school days from the original due date of the assessment task to submit the completed Illness/Misadventure Request Form to the Deputy Principal.
- On the first day a student returns to school they must:
  - 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.
- All assessment tasks are published in the Assessment Schedule and Policy Handbook 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 alternate submission time and date.
- 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.