



ILLNESS & MISADVENTURE FORM

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|--|--|---------------|---------------------------------|--------------------|--|
| STUDENT TO COMPLETE THIS SECTION | Year 10 | Year 11 | Year 12 | | |
| | | | | | |
| | Student Name: | | | | |
| | | | | | |
| | Subject / Course: | | Teacher: | | |
| | | | | | |
| | Today's Date: | | Date of Assessment Task: | | |
| | | | | | |
| | Task: | | | | |
| | | | | | |
| | Nature of Task: <i>(Tick 1)</i> | In Class Task | Hand In Task | Formal Examination | |
| | | | | | |
| | Reason for Appeal: <i>(Tick 1)</i> | ILLNESS | | MISADVENTURE | |
| | | | | | |
| | Explain how unforeseen illness or Misadventure has prevented you from submitting this task on the due date or prevented your attendance on the day of the in-class task/examination. | | | | |
| | | | | | |
| Doctor's Certificate and/or declaration attached: | | | YES | NO | |
| Student's signature: | | | Date: | | |
| Parent's signature: | | | Date: | | |



ILLNESS & MISADVENTURE FORM

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| HEAD OF ACADEMIC ADMINISTRATION TO COMPLETE | Results of Appeal: | |
| | Upheld due to Illness or Misadventure Declined – Comment: | |
| | | |
| | Action to be taken: | |
| | Mark task and award marks to student Mark task to determine achievement of outcomes but “zero” mark is awarded for task Inform Head of Faculty to construct a ‘N’ Warning letter to the student | |
| | Head of Academic Administration’s signature: | |
| | Date: | |

| | | |
|---|--|--|
| HEAD OF FACULTY TO COMPLETE | Action to be taken: | |
| | Assessment mark (or zero) resulting from appeal entered into Edumate Assessment returned to student with decision of appeal Send a ‘N’ Warning letter to the student | |
| | | |
| | Head of Department’s signature: | |
| | Date: | |
| <i>PLEASE RETURN THIS FORM TO THE HEAD OF ACADEMIC ADMINISTRATION</i> | | |