

# ILLNESS / MISADVENTURE/ PROCESS APPEAL FORM



## Section A (Student to complete)

**Randwick Girls High School Year \_\_\_\_\_**

Name: \_\_\_\_\_ Task Due Date: \_\_\_\_\_ Task number: \_\_\_\_\_

KLA/Subject: \_\_\_\_\_ Class Teacher: \_\_\_\_\_ Weighting \_\_\_\_\_%

**Task Description:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Hand in task      | <input type="checkbox"/> Examination |
| <input type="checkbox"/> Oral Presentation | <input type="checkbox"/> Other _____ |

**Reason for Appeal:**

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Illness      | <input type="checkbox"/> Process     |
| <input type="checkbox"/> Misadventure | <input type="checkbox"/> Other _____ |

**Were Disability Provisions provided for this assessment task? Yes/ No**

If yes, what were they?

\_\_\_\_\_

**Details for appeal: (Attach supporting documentation)**

\_\_\_\_\_

- Confidential: Principal (or nominee) to contact. Please provide phone number. \_\_\_\_\_

**Signatures: Student \_\_\_\_\_ Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_**

*Complete the form to this point and submit this form to the Deputy Principal: Date Received \_\_\_\_\_ Initial/Signature \_\_\_\_\_*

## Section B (Appeals Panel committee to complete)

**APPEALS COMMITTEE USE ONLY**

Committee discusses the appeal with HT/s where necessary

<input type="checkbox"/> Upheld	<input type="checkbox"/> Dismissed
<input type="checkbox"/> Estimate to be given, ranking to be maintained	<input type="checkbox"/> Zero marks to be awarded to completed task
<input type="checkbox"/> Alternate task to be set, ranking to be maintained	<input type="checkbox"/> Marks to count
<input type="checkbox"/> Alternate task to be completed, ranking can improve	<input type="checkbox"/> 20% deducted per day late for hand in task
<input type="checkbox"/> Task to be completed	<input type="checkbox"/> Task to be completed, ranking cannot improve
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

**Recommendation of APPEALS PANEL**

\_\_\_\_\_

**Signatures: DP \_\_\_\_\_ HT \_\_\_\_\_ Date: \_\_\_\_\_**

**Checklist:**

- Medical certificate and/or supporting documentation is attached
- Submission is within timeframes outlined in the Assessment Guidelines
- Communication of appeal and outcomes of appeal to HTs /teaching staff via email
- Communication of outcomes of appeal to student and parent via face to face/email/phone
- Details of appeal and outcomes of appeal recorded in Sentral
- Committee discussed the appeal with HT/s.

## Illness/Misadventure Process

Students may lodge an Illness/Misadventure application if they believe that circumstances occurring immediately before or during an assessment task, and which were beyond their control, diminished their examination performance.

The right to submit an Illness/Misadventure application and the responsibility for doing so rests with the student, except where it is impossible for the student to do so, such as in cases of severe illness.

If a student is unable to attend school on the day of an assessment task or the day a hand-in assessment task is due because of illness they must:

1. ring the school and leave a message for the Head Teacher on the day of the task explaining why they are not attending or unable to hand in their task.
2. go to the doctor's and get a medical certificate that specifically states what they are suffering from, eg influenza. Certificates simply stating 'unfit for school' do not meet NESAs requirements and will not be accepted.
3. download the school's Illness/Misadventure form from this document or the school website for the morning of their return to school) and complete it attaching the medical certificate.
4. hand the **completed** Illness/Misadventure form with the medical certificate to the relevant Deputy Principal the **morning** of the first day they return to school after their illness. All paperwork must be handed to the Deputy Principal **within 24 hours of their return to school**. If the paperwork is not handed in on time a zero mark will be recorded for the task and an 'N' warning letter will be sent.
5. When illness has been verified by a medical certificate, the appeals panel will notify the Head Teacher and will arrange for them to sit an *alternative task or be given an estimation*.

Illness/Misadventure at school **does not** cover:

- difficulties in preparation or loss of preparation time
- alleged deficiencies in teaching
- misreading of the timetable
- misreading of examination instructions
- failure to enter for the examination in the correct course
- long-term illness, such as glandular fever, asthma and epilepsy – unless there is evidence of a sudden recurrence during the examination period
- conditions for which they have been granted disability provisions, unless they experience further difficulties
- courses that are undertaken as a self-tuition student.

A panel will be convened to decide on the outcome of an appeal. Once the decision is made, students have the right of final appeal to the Principal.

The Illness/Misadventure form, as well as the flowchart of the Illness/Misadventure Process can be found in this booklet.