



## ILLNESS & MISADVENTURE FORM

STUDENT TO COMPLETE THIS SECTION	Year 10 <input type="checkbox"/>	Year 11 <input type="checkbox"/>	Year 12 <input type="checkbox"/>
	Student Name:		
	Subject / Course:		Teacher:
	Today's Date:		Date of Assessment Task:
	Task:		
	Weighting:		
	Nature of Task: <i>(Tick 1)</i>	In Class Task <input type="checkbox"/>	Hand In Task <input type="checkbox"/>
	Formal Examination <input type="checkbox"/>		
	Reason for Appeal: <i>(Tick 1)</i>	ILLNESS <input type="checkbox"/>	MISADVENTURE <input type="checkbox"/>
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 or Medical Certificate attached:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Student's signature:		Date:	
Parent's signature:		Date:	



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HEAD OF FACULTY TO COMPLETE	<b>Suggested action to be taken:</b>	
	<input type="checkbox"/> Mark task and review at end of assessments for estimate <input type="checkbox"/> Assessment mark (or zero) resulting from appeal entered into Edumate <input type="checkbox"/> Assessment returned to student with decision of appeal <input type="checkbox"/> Send a 'N' Warning letter to the student	
	<b>Head of Department's signature:</b>	
	<b>Date:</b>	
	<i>PLEASE RETURN THIS FORM TO THE HEAD OF STUDIES</i>	

HEAD OF STUDIES TO COMPLETE	<b>Results of Appeal:</b>	
	<input type="checkbox"/> <b>Upheld</b> due to Illness or Misadventure <input type="checkbox"/> <b>Declined</b> – Comment:	
	<b>Action to be taken:</b>	
	<input type="checkbox"/> Mark task and award marks to student, review at end of assessments for estimate <input type="checkbox"/> Mark task to determine achievement of outcomes but “zero” mark is awarded for task <input type="checkbox"/> Inform Head of Faculty to construct a 'N' Warning letter to the student	
	<b>Head of Studies signature:</b>	
<b>Date:</b>		