

ILLNESS OR MISADVENTURE

Junior Application Form - Yr 7,8 and 9

Request for extension of time for an assessment instrument due to unavoidable and unexpected event is a part of our Whole School Assessment Plan. This form should only be completed after consultation with the relevant classroom teacher/HOD, to ensure that this application is an appropriate course of action. Application for Extension is submitted by the student, to the Curriculum HOD of the subject area, no more than 14 days prior to, or 7 days after, the due date.

If extensions are required for multiple subjects, for example due to extended absence, the application can be submitted to the HOD- Junior Secondary who will liaise with the relevant HODs on the student's behalf. In some cases, exemptions from assessment may be considered. Please note: exemptions are not permitted in Years 10, 11 or 12.

STUDENT NAME:	YEAR LEVEL:	STUDENT EMAIL:
SUBJECT:	TEACHER:	HOD:
ASSESSMENT INSTRUMENT:		ORIGINAL DUE DATE:
APPLICATION FOR EXTENSION ≤ 3 DAYS <input type="checkbox"/>		
APPLICATION FOR EXTENSION > 3 DAYS <input type="checkbox"/>		

STUDENT STATEMENT

ILLNESS <input type="checkbox"/> MISADVENTURE <input type="checkbox"/> Provide details of the nature of the illness or misadventure. Include, if relevant, dates of absences.
Explain the impact of your illness/misadventure on your ability to complete your assessment by the due date
Student Signature: _____ Date: _____
Parent/Carer Signature: _____

VERIFYING EVIDENCE

APPLICATION FOR EXTENSION ≤ 3 DAYS Additional evidence is not required
APPLICATION FOR EXTENSION > 3 DAYS



- Attached is medical certificate or statutory declaration stating that I was unfit for duty for a minimum of 3 days leading up to, or including, the due date of the assessment **OR**
- Attached is a funeral notice or equivalent demonstrating impact on the due dates **OR**
- Attached is a third party signed statement (not the student/parent/carer) stating the nature of the misadventure and covering the due date of the assessment **OR**
- Other. Please specify:

HEAD OF DEPARTMENT

DATE APPLICATION RECEIVED:
(Decision should be made within 24 hours)

APPLICATION IS APPROVED
NEW DUE DATE IS :

APPLICATION IS NOT APPROVED

Student notified of outcome via Compass or other (please specify) _____
Teacher notified of outcome via Compass or other (please specify) _____
Parent/Carer notified of outcome via Compass or other (please specify) _____

HOD Signature:

Date:

PAPERWORK SUBMITTED TO SENIOR SCHOOLING FOR FURTHER PROCESSING

1. Enter HOD notification as contact in OneSchool
 - i. Contact with: Parent/Carer, Student, Other- insert Teacher
 - ii. Contact Date: As per above HOD signed date
 - iii. Contact type: email (or other if indicated above)
 - iv. Staff Member: enter approving HOD
 - v. Initiated by: Student
 - vi. Referrals: nil
 - vii. Details: Illness and Misadventure approved or not approved notification for "insert subject"
 - viii. Restricted to: All staff
2. APPROVED ONLY - Enter as Support/Support Provision" in OneSchool.
 - i. Provision Name: Illness or Misadventure
 - ii. Provision Type: School
 - iii. Provision Target Area: Special Provision
 - iv. Contact Person: HOD making the decision
 - v. Description: Enter reason, subject and decision (aka new due date)
 - vi. Start Date: Date the HOD signed the form
3. Application scanned and attached to Support Provision
4. Original applications are submitted to the office for inclusion in student's file.