

ILLNESS OR MISADVENTURE

Senior Application Form - Yr 10, 11 and 12

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.

It is submitted by the student to the 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- Senior Secondary who will liaise with the relevant HODs on the student's behalf.

STUDENT NAME:	YEAR LEVEL:	STUDENT EMAIL:	
SUBJECT:	TEACHER:	HOD:	
ASSESSMENT INSTRUMENT:		ORIGINAL DUE DATE:	NEW DUE DATE:

STUDENT STATEMENT

ILLNESS MISADVENTURE

Explain the impact of your absence/illness/misadventure on your ability to complete your assessment by the due date.

Student Signature:

Date:

Parent/Carer Signature:

VERIFYING EVIDENCE

APPLICATION FOR EXTENSION

Attached is medical certificate or statutory declaration stating that I was unfit for duty for a period which includes the due date of the assessment

According to the QCAA QCE/QCIA Policy Handbook, supporting medical reports for Illness and Misadventure, must include

- *The illness, condition or event*
- *Date of diagnosis, onset or occurrence*
- *Symptoms, treatment or course of action related to the condition or event*
- *Explanation of the probable effect of the illness, condition or event on the student's participation in 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) from a relevant independent professional of independent third party such as a witness or police report stating the nature of the misadventure and covering the due date of the assessment **OR**
- Other. Please specify:

HEAD OF DEPARTMENT

DATE APPLICATION RECEIVED:

APPLICATION IS APPROVED

NEW DUE DATE IS :

ASSESSMENT IS FOR IA NO YES

COMPARABLE ASSESSMENT REQUIRED:

NO YES (HOD to organise)

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 (if possible)
4. All approved applications relating to Unit 3 and 4 assessment MUST be forwarded to HOD Senior Schooling for registration of Principal Approved AARA with QCAA.
5. Original applications are then submitted to the office for inclusion in student's file.