



## HSC POLICY GUIDELINES FOR ILLNESS / MISADVENTURE

The following policy information is from the DHS Higher School Certificate Assessment Policy that has been emailed to all students and placed on the schools' website.

The Board expects students to undertake all set assessment tasks.

- The Board requires all students to follow an assessment program and have an assessment mark submitted, irrespective of the number of units in which they may be enrolled.
- The minimum requirement is that students make a genuine attempt at assessment tasks, which contribute in excess of 50% of available marks.

### REQUEST FOR EXTENSION TIME

These applications are to be submitted to the class teacher on a Misadventure/Illness appeal form **prior to the day of the assessment**. They will be judged by the Head Teacher in conjunction with the class teacher. Students must not assume that application for extension of time will be automatically accepted and therefore should submit such applications as early as possible. (NB Failure of computer hardware or software will not normally be considered as valid reason for extension of time to be granted).

### FACTORS INFLUENCING THE QUALITY OF TASKS SUBMITTED

In the marking of Assessment Tasks, schools are not permitted to compensate for factors such as extended illness, misadventure or domestic problems etc. which may have affected a student's performance. Teachers will award a mark or grade for what is actually submitted. We do not make allowances for conditions or potential in the marking scheme.

### STUDENT SICK ON DAY OF ASSESSMENT TASK

If a student is sick on the day of an Assessment Task they should take the following steps:

1. Notify Head Teacher via phone call to the school
2. Obtain a medical certificate.
  - A student must provide a reason if no medical certificate is provided. It is at the Principal's discretion whether this reason is acceptable and if the appeal will be considered.

Illness/Misadventure Appeal Forms are also available on the school website. The Appeal form must be presented to the Head Teacher with supporting material within 48 hours of return to school.

**STUDENT SECTION**

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_ Subject: \_\_\_\_\_

Task: \_\_\_\_\_ Date of Task: \_\_\_\_\_

Reason **extension / estimate / new date** (*please circle*) is required: (documentary evidence from parent/doctor must be provided if you are claiming illness – in line with NESAs requirements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby request an extension of time / new date / forward date to complete the task

Student signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**HEAD TEACHER SECTION**

After consultation with the classroom teacher I **have / have not** granted the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classroom Teacher signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Head Teacher signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**REVIEW COMMITTEE SECTION** (only completed if Head Teacher decision is appealed)

Based on the above recommendation I **have / have not** granted the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal / Deputy signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DECISION NOTIFICATION** (Parent only notified if students application denied)

Student Notified: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ Copy given: Y N

Parent Notified (phone): Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

