



Accident, Illness, Misadventure and Special Circumstances Request Form

(ROSA and HSC Courses)



Instructions: This form is to be completed if you:

- a. are applying in advance for an extension for an assessable task / examination.
- b. have handed in an assessment task after the due date.
- c. were absent on the day of an in class assessment task / examination.

The completed form must be handed to the Head Teacher of the Course being assessed for approval:

- d. as soon as possible before the due date if you are applying for an extension.
- e. within five school days after you return to school when absent due to illness.
- f. within five school days of the due date of the assessment task if the task is late.

Apart from exceptional cases, failure to submit the form within five days will render any excuse invalid.

SECTION A

To be completed by the student and handed to the appropriate Deputy Principal.

Name of student: Teacher:

Course (Subject): Year:

Due date of task: Task Weighting: _____ %

Task name:

Has the task been completed/handed in? YES NO If 'YES', when?

Was the task completed/handed in on the first day back at school? YES NO

Nature of Application (eg an extension request, late submission of a task, missed test/task due to illness)

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Reasons for making this request:

*(outline your reasons in full below, **attach supporting documentation**. They will be considered in the approval process)*

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I have attached a MEDICAL CERTIFICATE and /or supporting documents (STATUTORY DECLARATION) from:

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Signed (Student): Date:/...../.....

SECTION B

To be completed by the class teacher and handed to the appropriate Head Teacher.

For the student named overleaf what is the weighting for this task?%.

Has the student failed to submit, or completed late, any other assessable tasks? YES NO

If 'YES', indicate the No.: Total weighting:% of the other tasks.

Comments and recommendations: (Note: these are a key consideration in whether or not this request is granted).

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Signed (Teacher)

Date:/...../.....

SECTION C

To be completed by the appropriate Head Teacher. Consult with the Deputy Principal if required.

When completed, photocopy and give the original to the Office for filing in the student file.

DECISION

Please tick one of the following:

a) No Penalty

b) Zero marks

c) Some penalty
% deducted

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d) Alternate task set

e) Estimate

f) Alt. exam time agreed

Details / Comments:

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Final mark:

Marks updated in markbook:/...../.....

Teacher informed (date):/...../.....

Copy to Student:/...../.....

Signed (Head Teacher):

Date:/...../.....

Signed (Deputy Principal):

Date:/...../.....

Filed with the office:/...../..... init: