

2023 Illness/Misadventure Application

Student Checklist, Information & Declaration

[Student to complete]

Answer **all** fields in this form to support the consideration of your application.

1. Student details	
Student Name	
Student Number	

Eligibility check

Check if any of the following are your reason for this application:

- difficulties in or loss of preparation time, e.g. due to an earlier/pre-existing illness
- long-term illnesses, e.g., glandular fever, unless you suffer a flare-up during the exam
- the same grounds for which you received disability provisions, except for other difficulties during the exam
- alleged deficiencies in teaching, e.g., extended teacher absences
- loss of study time or facilities during Year 12
- misreading the exam timetable - if you miss an exam or arrive late to an exam because you misread the timetable, contact your principal immediately. They may make a submission to NESA on your behalf
- misreading exam instructions
- failure to enrol/enter for the exam in the correct course
- illness and/or misadventure in a course that is undertaken as a self-tuition student
- other commitments, such as participation in entertainment, family holiday, work or sporting events, or attendance at exams conducted by other education organisations

Note: If one or more of the reasons above are ticked ✓ **you cannot submit** an application

Contact your school principal to:

- **check** if you are eligible
- **submit** your application.

2. Student Checklist

Check and complete each step below before you submit your application to your school principal.

I have:

<input type="checkbox"/> experienced an unexpected illness or misadventure that occurred immediately before or during the exam (applies to each exam I am applying for) and/or
<input type="checkbox"/> experienced an unexpected illness or misadventure prevented me from attending the exam (written or practical) or impacting submission of project.
<input type="checkbox"/> read the Student Information
<input type="checkbox"/> correctly recorded my full name and student number at the top of all forms
<input type="checkbox"/> completed Section A with a separate row of different details given (not just copied) for each/every exam that I wish to apply for
<input type="checkbox"/> collected the required independent evidence <u>immediately before or immediately after each affected exam</u>
<input type="checkbox"/> advised the Presiding Officer (exam), teacher (practical submissions), or NESA examiner/marker (performance/speaking exams). Only required to do so if exam attended
<input type="checkbox"/> had Sections C1 and/or C2 completed OR have attached the required independent evidence for each affected exam. Note: A medical certificate that merely states you were unfit for work/study is unacceptable
<input type="checkbox"/> read and completed the Student Declaration
<input type="checkbox"/> saved each of the following documents to give to my school principal , so my they can submit my completed application to NESA:
<input type="checkbox"/> this Student Checklist, Information & Declaration (<i>student completes</i>)
<input type="checkbox"/> Section A – Effect on exam performance (<i>student completes</i>)
<input type="checkbox"/> Section C1 – Independent evidence of illness (<i>relevant health professional completes</i>)
<input type="checkbox"/> Section C2 – Independent evidence of misadventure (<i>relevant person e.g., police officer, funeral director completes</i>)
<input type="checkbox"/> Independent evidence as well as or instead of Section C1 or C2 (<i>e.g., photographs, written signed report from a relevant person, as per Section C2 – to be collected by the student on day of the exam</i>)

3. Student Information

Before completing this application, read the full information on applying for Illness and Misadventure in the **Higher School Certificate Rules and Procedures** on the NESA website at <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/2023-rules-and-procedures-guide>.

Attendance at Exams

- **You must attend every exam where safe to do so.** Do not miss an exam just because you do not feel able to do your best. The Illness/Misadventure program is designed to support students who perform below their expectations because of unforeseen illness or misadventure.
- If you do not attend an exam and your Illness/Misadventure application is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

NESA does not expect you to attend an exam against specific medical advice. If you cannot attend an exam (including a practical exam) you must notify your principal immediately. Provide them with all relevant sections of the Illness/Misadventure form and any other relevant medical documentation to support your application.

Limitations on Applications and Evidence

NESA's responsibility is limited to the conduct and presentation of the exams. This means students may only apply to NESA in relation to circumstances that occur **immediately** before or **during** an exam that effect their performance in the exam.

You must seek independent evidence **on the same day, either immediately before or after each exam** for which you are applying. The documentation you provide must be **current, specific to the date and time of the exam**, and submitted with all parts of the Illness/Misadventure form.

A medical certificate that merely states you were unfit for work/study is unacceptable.

Your Rights and Responsibilities

- It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. Pay close attention to the instructions and complete all relevant sections.
- Only if you are incapacitated, an application may be submitted by your parent/guardian on your behalf.

Key Dates for Applications

Practical exams – one week after the affected exam or submission date

Written exams – within one week of your **last** exam **and** no later than the last scheduled HSC exam.

Decision

You will be notified of the outcome of your application on the same day as you receive your Higher School Certificate results.

4. Student Declaration

I, (write your full name) _____ Student Number: _____

request that the NSW Education Standards Authority (NESA) consider my application for Illness/ Misadventure.

I have carefully read the **Higher School Certificate Rules and Procedures** on the NESA website at <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/2023-rules-and-procedures-guide> and have followed the instructions on this form.

I believe that my exam performance was affected by **unexpected** illness or misadventure which occurred **immediately before or during** my exam(s). All of the information that I have supplied is true and correct.

I give permission for NESA officers, or a NESA medical practitioner, to obtain further details from any person who has provided evidence in Sections C1, or C2, if considered necessary by NESA.

Student's signature _____

Student's contact number _____

Student's email address _____

Date _____

Note: If the student is unable to sign for themselves, please contact **Student Support** (02) 9367 8117