

Higher School Certificate Examination

Illness or Misadventure Application

Information Guide for Students

The New South Wales Education Standards Authority (NESA) Illness/Misadventure program assists students who:

- are prevented from attending an examination (including a practical examination) due to illness or unforeseen misadventure, or
- consider that their performance in an examination has been affected by illness or misadventure immediately before or during the examination.

If either of the above categories applies to you at the time of the HSC examinations, you will need to complete an Illness/Misadventure form. Before you complete the form you should read the following information carefully. You should refer also to *Rules and Procedures for Higher School Certificate Candidates*.

Limitations on Applications

The authority of NESA is limited to the conduct and presentation of the examinations. This means students may only apply to NESA in relation to circumstances that occur immediately before or during an examination, **and** that affect their performance in the examination.

You cannot submit an application on the basis of:

- difficulties in preparation or loss of preparation time; for example as a result of an earlier illness
- alleged deficiencies in teaching; for example extended teacher absences
- loss of study time or facilities during Year 12
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the examination
- the same grounds for which you received disability provisions, unless you experience additional difficulties during an examination
- misreading the examination timetable. If you miss an examination, or arrive late to an examination because you misread the timetable, contact your principal immediately. He or she may make a submission to NESA on your behalf
- misreading examination instructions
- failure to enter for the examination 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, work or sporting events, or attendance at examinations conducted by other education organisations.

If you are unsure whether you are eligible you should ask your principal.

Attendance at Examinations

You should attend every examination if at all possible. Do not miss an examination 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 illness or misadventure.

If you do not attend an examination 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 examination against specific medical advice. If you cannot attend an examination (including a practical examination) because of illness or misadventure, you must notify your principal immediately.

Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your application. You should seek independent evidence on the same day, either immediately before or after each examination for which you are applying. The documentation you provide must be current, specific to the date and time of the examination, and submitted with the application form. A medical certificate that merely states you were unfit for work/study is unacceptable.

Practical Submissions

(For example, a Visual Arts body of work or Society and Culture Personal Interest Project.)

If, as a result of illness or misadventure, you experience difficulties in completing your practical submission, you must advise your class teacher. He/she will complete Section B of the form.

Performance Examinations

(For example, a Drama performance examination or Language speaking examination.)

If illness or misadventure occurs before the examination begins, and you are still able to attend the examination, notify your principal or Year 12 Advisor before you begin the examination. If you are presenting for the examination at a venue other than your home school, notify an officer of NESA.

Before starting your examination, advise the Examiner of your situation. Do not hesitate to approach the Examiner as his/her comments and observations will be important in assessing your Illness/Misadventure application.

In the case of performance examinations, it is not necessary to have Section B of the form completed. The Examiner will complete a report form, and send it separately to NESA.

Written Examinations

If you are suffering from illness or misadventure, but are still able to attend the examination, notify the Presiding Officer (the person supervising the examination) when you enter the examination room. If the illness or misadventure occurs during the examination, notify the Presiding Officer at once. Do this at every examination session in which you consider your performance may be affected.

Do not hesitate to approach the Presiding Officer. He/she is there to help you. If you submit an Illness/Misadventure form, the Presiding Officer will need to complete Section B.

Your Rights and Responsibilities

It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. If you are incapacitated, an application may be submitted by your parent/guardian or principal on your behalf.

All applications must be submitted on an HSC Illness/Misadventure form.

When completing an Illness/Misadventure form, you should pay close attention to the instructions and complete all relevant sections. Submitting an incomplete form could jeopardise the success of your application.

No section of the form should be completed before the relevant examination has been conducted, or before the due date for practical submissions.

Before signing page 1, read the statements above the signature box very carefully. It is strongly recommended that you sign the form only after you have completed Section A, and after Section C has been completed by an appropriate person.

If Section C is incomplete and you did not attend an examination, you might not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

Submitting Your Form

- If your application relates to a written examination, hand the form to the Presiding Officer.
- If your application relates to a performance examination, return the form to the principal of your home school or college.
- If your application relates to a practical submission, hand your form to your class teacher.
- If your application relates to your inability to attend an examination, hand your form to your principal.

In each case you will receive the student acknowledgement slip. Please keep this acknowledgement slip until you have been advised of the result of your application.

The NESA Application Process

The NESA Illness/Misadventure Panel considers and makes a recommendation on each application on the basis of:

- the Board's authority in relation to the *Education Act 1990*, and
- the evidence presented in your Illness/Misadventure application.

The Illness/Misadventure Panel consists of senior education professionals who operate as a team and follow strict procedures. Each application is considered by up to five panel members to ensure that every case is determined fairly and consistently. Complex matters may be referred to an independent medical expert for advice.

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

If you have any questions about the Illness/Misadventure program that your principal cannot answer, please call (02) 9367 8381 or (02) 9367 8325.

PLEASE RETAIN THIS INFORMATION GUIDE

Instructions for Completing and Submitting this Form

Refer to the *Information Guide for Students* for further information

Students

Written examinations

- Complete page 1.
- Complete Section A of this form on each day of each exam you apply for.
- Notify the Presiding Officer for every exam you apply for.
- Take this form to your doctor or another appropriate person to have Sections C1 and/or C2 completed. Alternatively, evidence may be attached to Section C.
- Ensure that you have completed page 1 and Section A and hand the form to the Presiding Officer.

Practical submission (eg Visual Arts body of work)

- Complete page 1 and Section A.
- Have Sections C1 and/or C2 completed by an appropriate person(s).
- Hand this form to your class teacher for the course being applied for.

Performance examination (eg Music Performance)

- Before beginning your exam, approach the Examiner/Marker. Advise him/her of your illness and/or misadventure. The

Examiner will complete an Examiner/Marker Report form. This report will be sent separately to NESAs.

- Complete Section A of the form.
- Take this form to your doctor or other appropriate person who should complete Sections C1 and/or C2.
- Complete page 1 of the form.
- Submit this form to the principal of your HOME school.

Presiding Officer/Class Teacher

- Issue the tear-off acknowledgement slip at the bottom of page 5.
- Complete Section B of this form.
- Progressively take these forms to the principal of the student's HOME school.

Principal

- If the student has not already been given the acknowledgement slip at the bottom of page 5, issue the student with the slip.
- Complete Section D of this form.
- Photocopy the form and all attached supporting documentation for your files.
- Forward the completed form to NESAs as soon as it is completed

Closing Dates for Applications

Practical examinations: One week after the examination or submission date.

Written examinations: Within one week of the student's last examination, and no later than the day of the last HSC examination.

Examination Illness/Misadventure Application Checklist

Please tick to ensure:

- you have correctly recorded your student number
- you have completed Section A for EACH AND EVERY exam session for which you wish to apply
- you have had Sections C1 and/or C2 completed and/or attached the relevant documents for each exam for which you are applying
- you have signed page 1 of this form
- you have received your acknowledgement slip

Application due to Illness/Misadventure at the time of the Higher School Certificate Examinations

Office use only Batch:		Clerical initial:					
Family name	First name	Student Number					
Home school or college		Student contact number					
Closing Dates Practical examinations: One week after the examination or submission date Written examinations: Within one week of the student's last examination and no later than the day of the last HSC examination							
IMPORTANT: Only list the examinations that you are applying for							
Examination (Please include specific component and/or item affected eg drama group performance, Music 1 elective 3.)	Examination date or Submission date	Did you receive disability provisions for this course					
Have you lodged a separate Illness/Misadventure form for any other examination? YES / NO If YES, which examination(s)?							
Student Declaration I have carefully read the Information Guide for Students, detailing Illness/Misadventure applications and the instructions on this form. I have completed each item on the checklist. I consider that my examination performance was affected by illness or unforeseen misadventure which occurred immediately before or during the examination(s), as set out above and in Section A of this form. I declare that all the information I have supplied is true. I give permission for a medical practitioner appointed by New South Wales Education Standards Authority (NESA) or its officers, to obtain further details from any person who has provided evidence in Sections C1 and/or C2, if applicable and considered necessary by the Board.							
Student Signature: (Student must sign unless incapacitated)				Date:			
This application must be lodged by the student unless incapacitated. If the application is lodged on behalf of the student, please complete the below:							
Name of person lodging application (Please print):				Reason the student is not lodging the application:			
Signature:				Contact number:			

Section A

Student Number:

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To be completed by the Student

Date	Paper or Examination (One paper only per space, eg first English paper on one line, second English paper on the next line)	Details of Effect on Performance For EACH AND EVERY written examination session or practical examination session in which you are applying, describe how illness or unforeseen misadventure affected your performance or prevented your attendance. Give details of any action you took to report this. DO NOT use dittos, nor write 'AS ABOVE'.	Attendance Did you attend? YES/NO

Section B

Student Number:

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- **Written examination: to be completed by the Presiding Officer**
- **Practical submissions: to be completed by the class teacher**
- **Performance/Speaking examinations: leave Section B blank. The Examiner/Marker will make a separate report.**

Name		Signature	
Centre Name and Number		Position	
Contact number		Date	

Please attach a separate sheet if you wish to make further comments that might assist in the consideration of the application.

Paper or Examination	Record fully your observations of distress or disadvantage suffered by the student. It is most important that this section is completed for EVERY paper or examination in which the student has applied.	Did the student report illness or misadventure? YES/NO	Estimate of total time lost during examination (hrs/mins).

Section C

Student Number:

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Independent evidence of illness – complete Section C1.

Independent evidence of misadventure – complete Section C2.

The person completing Section C1 or C2 must NOT be related to the student.

NESA advises that students should attend examinations unless it is considered detrimental to their health. Students who are unwell or experience misadventure are advised to seek independent medical advice either immediately before or after each examination.

The student has agreed in writing to a medical practitioner appointed by NESA, or a NESA Officer, obtaining further information relating to the student's application from anyone completing Section C1 or C2.

Section C1

Independent evidence of illness: to be completed by a medical practitioner

Please note that any fee for providing this report is the responsibility of the student.

Diagnosis of medical condition:

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Date of onset of illness:

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Date(s) and time(s) of all consultations/meetings relating to this illness:

Please describe how the student's condition/symptoms could affect their examination performance. (If the student was unable to attend an examination, it is essential that you provide full details in the space provided or on additional sheet(s) and attach them to the application.)

Any other comments or information which may assist in the assessment of the student's application. (If there is not enough space, please attach additional sheet(s).)

Name:

Profession:

Place of work:

Telephone:

Signature:

Date:

Section C2

Independent evidence of misadventure: to be completed by a relevant person such as a police officer

Description of Event:

Date of misadventure

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Are you known to the student?

YES / NO

If YES, nature of relationship

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Were you a witness to the event?

YES / NO

If NO, how did you obtain the evidence you are providing

Name:

Profession:

Place of work:

Telephone:

Signature:

Date:

Section D

Student Number:

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To be completed by the Principal

- Ensure that the student has been given the acknowledgement slip at the bottom of this page.
 - Complete Section D of this form. Identify any students from your school where the basis of the application is of a related nature (eg motor vehicle accident on the way to an examination).
 - Photocopy Sections A, B, C and D and any attachments for your records.
 - Forward each application to BOSTES immediately after it is completed.
- Closing date for written applications is the last day of the HSC examinations.

Principal's Statement (Must be completed by the Principal of the Student's Home school or college)

Are there any other students at your school who are applying due to a related misadventure? Yes / No
If yes, please list student names:

Comments on this application

This statement should relate directly to the genuineness of the application, and should include a recommendation based on the information available to the school.

Name (Print)		School	
Signature		Date	
Return Address	Post to: HSC EXAMINATION ILLNESS/MISADVENTURE APPLICATION NESA GPO Box 5300 SYDNEY NSW 2001	Deliver to: HSC EXAMINATION ILLNESS/MISADVENTURE APPLICATION NESA Level 4, 117 Clarence Street SYDNEY NSW 2000	

Illness Misadventure Application Acknowledgement

To be completed by Principal/Presiding Officer/Class Teacher and retained by the Student

Student's Name		Student Number							
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I acknowledge receipt of your Examination Illness/Misadventure application

Name (Print)		Principal / Presiding Officer / Class Teacher		
Signature		Date		