

---

# Toormina High School

## Illness/Misadventure/Extension of Time Application Package

---

### Information Guide for Students

The Toormina High School Illness/Misadventure program assists students who:

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

If any of the above categories applies to you at the time of examinations or assessments, you will need to complete an Illness/Misadventure form. Before you complete the form you should read the following information carefully. Toormina High School's Illness/Misadventure program is based on NESA procedures. You should refer also to *Rules and Procedures for Higher School Certificate Candidates*.

### Limitations on Applications

The authority of Toormina High School is limited to the conduct and presentation of examinations and assessment tasks. This means students may only apply to Toormina High School in relation to circumstances that occur immediately before or during an examination in-class assessment or assessment task, **and that affect their performance in the examination, assessment or task.**

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 the year. This includes changes in home circumstances
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the examination or assessment task
- if you receive disability provisions, the same grounds for which you received disability provisions, unless you experience additional difficulties during an examination or assessment task
- misreading the examination timetable or assessment task submission date or time
- misreading examination or assessment task instructions
- other commitments, such as participation in entertainment, work or sporting events (other than approved school events),

If you are unsure whether you are eligible to apply for an illness or misadventure you should ask your principal.

### Attendance at Examinations

**You should attend every examination if 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 or submit an assessment task on time and your Illness/Misadventure application is unsuccessful, you will not receive a mark in that course. This could mean that you may be at risk of receiving an N-Determination in that subject.

Toormina High School does not expect you to attend an examination against specific medical advice. If you cannot attend an examination (including a practical examination) or submit an assessment task on time because of illness or misadventure, you must notify the school immediately. You are required to provide relevant documentation from an appropriate health professional as evidence.

### **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 or assessment submission date for which you are applying. The documentation you provide must be current, specific to the date and time of the examination or assessment task and submitted with the application form. A medical certificate that merely states you were unfit for work/study is unacceptable. It must clearly explain the medical reason and why this has impacted on your ability to complete the examination or submit the task on time.

### **Practical Submissions**

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

If, because 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. **You must submit all drafts or workings on the due date.**

### **Performance Examinations (For example, a Drama/Music performance examination or assessment task).**

If illness or misadventure occurs before the examination begins, and you are still able to attend the examination, notify your teacher or Year Deputy Principal before you begin the examination.

Before starting your examination, advise the Supervising Teacher of your situation. Do not hesitate to approach the Supervising Teacher 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 Supervising Teacher will complete a report form and submit it separately to Toormina High School.

### **Written Examinations**

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

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

### **Assessment Tasks**

If you are suffering from illness or misadventure but are still able to attend the in-class assessment task or submit the assessment task on the due date, notify the Supervising Teacher or Office Staff when you submit the task. If the illness or misadventure occurs during the in-class assessment, notify the Supervising Teacher at once.

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

If you suffer an illness or misadventure during an in-class assessment task or from the time you are notified of a task to the due date, **you will be required to submit all drafts or workings on the due date.** If you have not commenced any work by the due date of a 'take home assessment task' it is unlikely that your illness/misadventure application will be successful.

## Extension of Time

If you are suffering from illness or a misadventure and are unable to complete a 'take home assessment task' in time, you may apply for an extension of time. These will be considered on a case-by-case basis. **You must submit all drafts or workings on the due date.** If you have not commenced any work by the due date of a 'take home assessment task' it is unlikely that your illness/misadventure application will be successful.

## 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 on your behalf.

All applications must be submitted on an Toormina High School 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 or assessment task has been conducted, or before the due date for practical submissions. In the event that an extension is requested, please submit the application as soon as possible prior to the due date.

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 or submit the assessment task, 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

- All applications are to be submitted to the Principal for consideration. Please submit your application to the school office

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 Application Process

The Illness/Misadventure will be considered by the Principal in consultation with relevant staff and will consider and make a recommendation on each application on the basis of:

- the evidence presented in your Illness/Misadventure application, and
- Any relevant school-based data.

Complex matters may be referred to an independent medical expert for advice.

You will be notified of the outcome of your application within three days of you submitting the Illness/Misadventure form.

If you have any questions about the Illness/Misadventure program please contact the Principal. Please call (02) 6653 3077.

## Instructions for Completing and Submitting this Application

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

### Students

#### Written examinations

- Complete a new application for each task/examination.
- Complete page 1.
- Complete Section A of this form on each day of each exam you apply for.
- Notify the Supervising Teacher 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 School Office.

#### Practical submission (eg Visual Arts body of work)

- Complete a new application for each task/examination.
- Complete page 1 and Section A.
- Have Sections C1 and/or C2 completed by an appropriate person(s).
- Hand this form to School Office.
- Ensure that you have completed page 1 and Section A and hand the form to the School Office.

#### Performance examination (eg Music Performance)

- Complete a new application for each task/examination.
- Before beginning your exam, approach the Supervising Teacher. Advise him/her of your illness and/or misadventure. The Supervising will be asked to complete an Section B. This report will be requested by the Principal.
- Complete Section A of the form.
- Take this form to your doctor or other appropriate person who should complete Sections C1 and/or C2.
- Ensure that you have completed page 1 and Section A and hand the form to the School Office.

#### Assessment Tasks

- Complete a new application for each task/examination.
- Complete page 1.
- Complete Section A of this form.
- 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 School Office

### Closing Dates for Applications

**Practical examinations:** Three days after the examination or submission date.

**Assessment tasks:** Three days after the due date or submission date.

**Written examinations:** Within three days of the student's last examination.

**Application for extension:** As soon as possible but no less than 3 days prior to the assessment due date. **Draft works will be required to be submitted on the original due date of the assessment task.**

## Section A

### To be completed by the Student

Family name	First name	Date of Application
<b>Closing Dates</b> <ul style="list-style-type: none"> <li>• <b>Practical examinations:</b> Three days after the examination or submission date.</li> <li>• <b>Assessment tasks:</b> Three days after the due date or submission date.</li> <li>• <b>Written examinations:</b> Within three days of the student's last examination.</li> <li>• <b>Application for extension:</b> As soon as possible but no less than 3 days prior to the assessment due date. <i><b>Draft works will be required to be submitted on the original due date of the assessment task.</b></i></li> </ul>		
<b>IMPORTANT: Only list the Course that you are applying for</b>		
Course <small>(Please include specific component and/or item affected eg drama group performance, Music 1 elective 3.)</small>	Examination date or Submission date	Did you receive disability provisions for this course
<b>Have you lodged a separate Illness/Misadventure form for any other examination or assessment task?</b>  YES / NO		
<b>If YES, which examination(s)/assessment task?</b>		

**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 or assessment task 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 Toormina High School 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 Toormina High School.

**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:**

I am applying for:

- Illness or misadventure leading up to or during an examination
- Illness or misadventure leading up to or during an in-class assessment task
- Illness or misadventure leading up to or during a take-home assessment task
- Extension of time for a take-home assessment task

Date	Examination or assessment task	Details of Effect on Performance	Attendance
	One paper only per application	Use a new form for EACH written examination session or practical examination session or assessment task 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.	Did you attend the examination or submit the task? YES/NO

**The student needs to complete Section C and submit the application to the office.**

## Section B

### To be completed by the Class/Supervising Teacher (if required)

- **Written examination: to be completed by the Supervising Teacher**
- **Practical submissions: to be completed by the Class Teacher**
- **Performance/Speaking examinations: to be completed by the Class Teacher**
- **In-class assessment task: to be completed by the Supervising Teacher**

<b>Name</b>		<b>Signature</b>	
<b>Centre Name</b>		<b>Position</b>	
<b>Contact number</b>		<b>Date</b>	

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

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

## Section C

### To be completed by:

- Independent evidence of illness – complete Section C1.
- Independent evidence of misadventure – complete Section C2.

**Please Note: The person completing Section C1 or C2 must NOT be related to the student.**

Toormina High School 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. **A note from the parent is NOT acceptable.**

The student has agreed in writing to a medical practitioner appointed by Toormina High School, 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.**

<b>Diagnosis of medical condition:</b>		<b>Date of onset of illness:</b>	
<b>Date(s) and time(s) of all consultations/meetings relating to this illness:</b>			
<b>Please describe how the student's condition/symptoms could affect their examination or assessment task performance. (If the student was unable to attend an examination or submit an assessment task on time it is essential that you provide full details in the space provided or on additional sheet(s) and attach them to the application.)</b>			
<b>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).)</b>			
<b>Name:</b>	<b>Profession:</b>	<b>Place of work:</b>	
<b>Telephone:</b>	<b>Signature:</b>	<b>Date:</b>	



## Section C2

Independent evidence of misadventure: to be completed by a relevant person such as a police officer **(This DOES NOT INCLUDE A PARENT)**

Description of Event:

<b>Date of misadventure</b>		<b>Are you known to the student?</b>	<b>YES / NO</b>
<b>Were you a witness to the event?</b>	<b>YES / NO</b>	<b>If NO, how did you obtain the evidence you are providing</b>	
<b>Name:</b>		<b>Profession:</b>	<b>Place of work:</b>
<b>Telephone:</b>		<b>Signature:</b>	<b>Date:</b>

## Section D

### 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 (e.g. motor vehicle accident on the way to an examination).
- Photocopy Sections A, B, C and D and any attachments for your records.

### Principal's Statement (Must be completed by the Principal)

#### 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.

<b>Name (Print)</b>		<b>School</b>	
<b>Signature</b>		<b>Date</b>	

## Section E - Outcome

### To be completed by the Principal

Approved/Not Approved (circle one)

Reason for decision:

## Section F – Penalty/Penalties to be Applied

### To be completed by the Principal

	No marks to be awarded – N-Award Warning letter to be issued
	Sit or submit the task without penalty
	Complete an alternate task
	Task to be submitted with penalty – Indicate the Penalty applied:
	No extension granted
	Estimate to be given (only to be used in extraordinary circumstances)
	Approved extension without penalty – Indicate new due date:

**Note: Student to receive a copy of Section E and Section F once determination has been made.**

### Illness/Misadventure Application Acknowledgement

To be completed by Principal or Delegate and retained by the Student

<b>Student's Name</b>	
<i>I acknowledge receipt of your Examination Illness/Misadventure application</i>	
<b>Name (Print)</b>	
<b>Signature</b>	