



YOUNG HIGH SCHOOL ASSESSMENT TASK SPECIAL CONSIDERATIONS

Application for special consideration.....

If illness, accident, misadventure or special circumstances prevent a student from completing a set task on or by the due date, the school must be advised immediately the situation is known. For requests which require an extension of time this form must be submitted as soon as the requirement is known but at least two days prior to the due date. For absence on the date of a task this form must be submitted on your first day of return. This form must be completed and returned to the Head Teacher of the subject affected.

STEP ONE:

1. Name: _____ Year: _____ Roll Class: _____
2. Course: _____ Teacher: _____
3. Assessed Task: _____
- _____
- _____

4. Due Date: _____ / _____ / _____

5. Reason for this application:

Absence

Non-Completion

Under-achievement

Due to:

Illness

Accident / Misadventure

Procedure

Details: Attach supporting documents such as medical certificates.

If the reason is a confidential or personal issue, the signature and endorsement of the Principal, Deputy Principal or Counsellor may be substituted for details in this part.

(Medical Certificate from _____ (Doctor) Attach a copy)

We have referred to the HSC Assessment Guidelines Booklet in preparation of this appeal.

_____/_____/_____
Signature of student Date Signature of Parent / Guardian

STEP TWO:

Subject / Faculty: _____ / _____

1. Class Teacher's Recommendation:

Supported

Not Supported

STEP THREE:

Decision:

Extension of time without Penalty

New Completion Date: ___/___/___

Set a Substitute Task

Estimate Given based on evidence

Insufficient cause demonstrated - Zero Marks awarded

Task to be completed for demonstration of outcomes- DUE:

Head Teacher's Comments:

Signature of student

Signature of Head Teacher

STEP FOUR:

Right of Appeal:

A student has the right of appeal if they feel aggrieved by the decision made in Step 3. To appeal this decision the student must present a written response stating the grounds for appeal.

AND this form to:

Year 12: Principal: Keith Duran

Year 11 and below: Deputy Principal: Anna Barker and Scott Levick

Review of Appeal Decision:

Supported

Not Supported

_____/_____/_____ / _____/_____/_____
Signature of Senior Executive File Date