



# YOUNG HIGH SCHOOL

## ASSESSMENT TASK

### SPECIAL CONSIDERATIONS FORM

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 emailed or submitted ASAP. This form must be completed and returned to the Head Teacher of the subject affected.

#### STEP ONE:

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Roll Class: \_\_\_\_\_

Course: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assessed Task:

\_\_\_\_\_  
\_\_\_\_\_

Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Details: Attach supporting documents such as medical certificates.

Medical Certificate form attached

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date:

**STEP TWO:**

Subject / Faculty: \_\_\_\_\_ / \_\_\_\_\_

Class Teacher's Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supported  Not Supported

**STEP THREE:**

Decision:

- Extension of time without Penalty
- Set a Substitute Task
- Estimate Given based on evidence
- Insufficient cause demonstrated - Zero Marks awarded

New Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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 return this form to:

Year 12: Principal, Anna Barker

Year 11 and below: Deputy Principal: Angela Trinder

Review of Appeal Decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supported  Not Supported

\_\_\_\_\_  
Signature of Senior Executive

\_\_\_\_/\_\_\_\_/\_\_\_\_  
File Date