



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

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 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