



WINMALEE HIGH SCHOOL
Application for Illness, Accident, Misadventure Form
Year11 and HSC Assessment Tasks/Examinations

This form is to be completed and given to the subject Head Teacher within 48 hours of your return to school if you apply:

- (i) For an extension of time on an assessment task, prior to due date OR
(ii) For special consideration because a task has not been submitted / has not been completed on the due date.
(iii) Non-attendance to examinations

STUDENT NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

CLASS TEACHER: \_\_\_\_\_ SUBJECT: \_\_\_\_\_

ASSESSMENT/EXAMINATION TASK TITLE: \_\_\_\_\_

DATE DUE: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

DATE SCHOOL ADVISED OF MISADVENTURE: \_\_\_\_\_ by (name) \_\_\_\_\_

ACTION REQUESTED: [ ] Extension of Time [ ] Special Consideration [ ] Opportunity to sit task at new date
(Attach all supporting documentation such as medical certificates, include evidence of work in progress if applying for an extension of time)

STUDENT REASON FOR APPLICATION (Completed by student, signed by parent before completion by Head Teacher)

Blank lines for student reason for application.

STUDENT SIGNATURE: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_

RECOMMENDATION BY HEAD TEACHER (all original documentation attached):

- [ ] Application successful – mark to stand or student given opportunity to complete alternate task at a negotiated time/ date.
[ ] Application successful - Extension granted until \_\_\_/\_\_\_/\_\_\_ If task not submitted on this day a zero mark will apply.
[ ] Application successful - Estimated mark to be given. Note: This mark will not be finalised until the end of the course based upon performance across the course
[ ] Application unsuccessful – no extension granted
[ ] Zero mark awarded – reasons not substantiated/Assessment Policy not followed. Task must still be submitted.

Head Teacher: \_\_\_\_\_ DATE: \_\_\_\_\_

Class Teacher: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: Deputy Principal \_\_\_\_\_ DATE: \_\_\_\_\_

[ ] Office: Entered Sentral Incident # \_\_\_\_\_ Date entered \_\_\_\_\_ [ ] Copy to HT [ ] Copy to Teacher