



# WINMALEE HIGH SCHOOL

## Application for Illness, Accident, Misadventure Form Preliminary (Year 11) 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)*

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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 HT  Copy Class Teacher  File



**WINMALEE HIGH SCHOOL**

**Application for Appeal related to an  
Illness, Accident, Misadventure Application**

**YEAR 11 & 12 Assessment Tasks**

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

COURSE: \_\_\_\_\_

ASSESSMENT TASK TITLE \_\_\_\_\_

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

**STUDENT REASON FOR APPEAL**

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

*This form needs to be submitted to the supervising Deputy Principal/ Principal.*

**DECISION AND ACTIONS BY APPEAL COMMITTEE** *(all original documentation to file):*

- Appeal upheld – mark to be reinstated. Student provided with an opportunity to redeem task at a negotiated time and date.
- Appeal declined – Zero mark to stand. Assessment policy not followed.
- Zero mark awarded – reasons not substantiated/Assessment Policy not followed. *(Task must still be submitted).*
- Appeal documentation placed in student file. *( Front Office)*
- Letter sent to student and parent/carer stating basis for appeal committee decision.

SIGNATURE (Appeal Committee member): \_\_\_\_\_ DATE: \_\_\_\_\_



**WINMALEE HIGH SCHOOL**

**Application for Review of HSC Assessment Ranking  
(One form per course)**

**NOTE:** This application must be submitted to the Principal as soon as possible after receiving your Rank Order Sheet.

CANDIDATE'S NAME.....

COURSE ..... RANK ORDER .....

**DECLARATION**

I apply for a review of my school assessment ranking in the above course. I understand that the review will only establish whether:

- the weighting specified by the school in its assessment schedule conforms with the Board's requirements as detailed in the Examination Specifications, and/or
- the procedures used by the school for determining the final assessment mark conform with its stated assessment schedule, and/or
- there are computational or other clerical errors in the determination of the assessment mark.

Candidate's Signature .....

Date .....

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**REVIEW/APPEALS COMMITTEE DETERMINATION**

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PRINCIPAL'S SIGNATURE .....

DATE .....