

Date Received:

CHELtenham GIRLS' HIGH SCHOOL
ILLNESS OR MISADVENTURE APPLICATION

Please Read the Guidelines on the Reverse of this Sheet Before Completing the Application

Student Name..... Subject Course (circle one) HSC; PRELIM; RoSA

Class: Year.....

Task: Have you attempted this task? Yes/No % Value.....

Date Due/Scheduled.....

Teacher's Name.....

How was your performance affected by this illness/misadventure?.....

Documentary Evidence Sighted Yes/No Form of evidence

1. Student's Signature Date

2. Parent's Signature Date

Students' must now take this form to their relevant Deputy Principal within 5 school days of the original due date of the task. If your Deputy Principal is unavailable and this is the last opportunity to submit your form before the 5 school days expire you may see the other Deputy Principal.

3. Deputy Principal Signature Date Sentral Incident no.....

Deputy Principal will certify medical certificate, give original medical certificate to rolls administration and return form to student.

Extenuating circumstances – Head Teacher to consult Deputy Principal before a determination is made

THIS FORM NOW TO BE HANDED TO THE FACULTY HEAD TEACHER (within the 5 days of task)

4. Class Teacher's Comment.....

5a. Head Teacher Determination:

- Task to be accepted without loss of marks
Marks Deducted – as per assessment policy
Original task to be completed on/by (date)
Alternative task to be completed on/by (date)
A zero mark to be awarded

OR

5b. Head Teacher and Deputy Principal Determination

- A task must be completed and mark reviewed against all other tasks on completion of the course

Deputy Principal Signature.....

Reason for Determination.....

Head Teacher's comment (if applicable).....

6. Head Teacher Signature Date Determination entered into Sentral

THIS FROM NOW TO BE RETURNED TO THE STUDENT FOR PARENT ACKNOWLEDGEMENT

7. Parental acknowledgement of Head Teacher determination

Parent Name: Parent Signature: Date

THIS FORM NOW TO BE RETURN TO THE FACULTY HEAD TEACHER

8. Action by Head Teacher: This form now to be copied by the Head Teacher and copies distributed by the Head Teacher as below:

- Original to be filed by Head Teacher
Copy to parent

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY REQUEST FOR VARIATION OF DETERMINATION TO THE CHAIRPERSON OF THE COMMITTEE WITHIN FIVE SCHOOL DAYS OF THE DATE IN POINT 6 ABOVE.

Guidelines for Assessing Illness or Misadventure Request for Variation of Determination

1. Illness/Misadventure Policy

Students may lodge an illness/misadventure request for variation of determination if they believe that circumstances occurring immediately before or during the assessment tasks, and which were beyond their control, diminished their task performance.

The decision to submit an Illness/Misadventure request for variation of determination and the responsibility for doing so rests with the student, except where the student is too ill to do so. In this case it is advisable to call the relevant deputy principal on the day of the task. Illness and misadventure requests for variation of determination must be lodged in person to the Head Teacher or delegate and cannot be lodged electronically.

2. Grounds for Illness or Misadventure request for variation of determination

As the assessment tasks are intended to be a measure of a student's actual task performance, request for variation of determination must relate to illness or misadventure suffered immediately before or during the task that has affected the student's performance in the task.

Illness or Misadventure request for variation of determination may be in respect of:

- Illness or accident, i.e. illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the task, e.g. influenza, an asthma attack, cut hand
- Misadventure, i.e. any other event beyond the student's control which allegedly affected the student's performance in the task, e.g. death of a friend or family member or involvement in a car accident on the way to a task.

3. Unacceptable grounds for request for variation of determination

3.1 Alleged deficiencies in tuition or long-term matters relating to loss of preparation time

3.2 Disabilities for which the Board has already granted special provisions, unless an unforeseen episode occurs during the task (e.g. a hypoglycaemic attack in a diabetic student or a student who has been isolated but is still ill), or further difficulties which are supported by the supervising teacher and school

3.3 Long-term illness, such as glandular fever, asthma, epilepsy, unless the student has suffered a 'flare-up' of the condition during the task. This should be reflected in the medical certificate.

3.4 Matters avoidable by the student, (e.g. misreading of timetable, misinterpretation of assessment task).

3.5 Technological malfunctions.

4. Evidence necessary for a request for variation of determination

4.1 – Student

The student should detail, for each task, exactly how her performance was affected by the illness or misadventure.

NB. Request for variation of determination must be completed by the student, unless evidence proves the student was incapacitated and therefore unable to complete it personally.

4.2– Independent evidence (e.g. health professional, police officer, originals only, no photocopies or scans)

This should detail the specific dates of the illness or misadventure. The medical certificate should state the medical condition and/or make explicit how the medical condition affected the student's performance or prevented the student from attempting or completing the specific task.

A medical certificate that simply states that the student was unfit is not acceptable.

When a medical certificate is provided to the deputy principal for a misadventure, the deputy principal will ensure that the student's attendance record is amended and the medical certificate securely filed.

5. Considering a student request for variation of determination

5.1 Illness or misadventure occurring immediately before or during the task(s)

It is considered that illness or misadventure which has occurred immediately before a task will affect a student's performance. In some cases, illness or misadventure occurring before the due date for an assessment may be considered. For instance, the death and/or funeral of a close relative are legitimate grounds for a request for variation of determination, depending on the closeness of the relationship, and the nature of the evidence presented. The 'immediately before' and 'unforeseen' nature of a misadventure request for variation of determination, must be given close consideration.

5.2. Chronic conditions

Students suffering from a chronic illness are only eligible for request for variation of determination if the condition is exacerbated immediately before or during the task period, or if the student experiences symptoms during the task which impede performance.

5.3 Disability provisions

Students who have received special provisions in task(s) are only eligible for a request for variation of determination if an unforeseen episode occurs during a task.