

# Killara HIGH SCHOOL

## Illness /Misadventure Application<sup>viii</sup>

Take this application with you to the professional authority providing supporting documentation. If the professional authority provides independent supporting documentation they must complete page 46 for an illness or page 47 for a misadventure. Stage 6 students must complete all relevant sections of this application from pages 45, 46 and 47. Stage 4 and 5 students only complete page 45.

HSC PRELIM

Student Name: \_\_\_\_\_ Course (circle one): 10 9 8 7

Course Name: \_\_\_\_\_ Year \_\_\_\_\_

Task Missed: \_\_\_\_\_ % Value \_\_\_\_\_ OR

Task Attempted: \_\_\_\_\_ % Value \_\_\_\_\_

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

Teacher's Name: \_\_\_\_\_

Student statement outlining details of impact on performance: (Describe how illness or unforeseen misadventure affected your performance or prevented your attendance.) \_\_\_\_\_

Independent Documentary Evidence Attached: Yes ☐ No ☐ If yes, complete the **Illness / Misadventure Application: Supporting Documentation** form on page 46 for illness or page 47 for misadventure, in consultation with the professional authority providing documentation. Take this form with you to the independent professional authority providing documentation.

1. Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

2. Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

3. Class teacher's comment: (Optional) \_\_\_\_\_

4. **This completed form is now to be handed to the faculty Head Teacher by 3.00pm within five school days of the due date of the assessment task or upon returning to school (if more than 5 days).**

### Head Teacher Determination:

- Task to be accepted without penalty ☐
- Penalty to be applied ..... ☐
- Penalty to be applied (10% of task value per school day late – up to 5 days)  
Number of days late ..... ☐
- Missed task to be completed on ..... (date) ☐
- Alternative task to be completed on /by ..... (date) ☐
- An estimate to be awarded ☐
- A zero mark to be awarded ☐
- Extension granted. Due date: \_\_\_\_\_ ☐

Head Teacher 1 Signature: \_\_\_\_\_ Date \_\_\_\_\_

Head Teacher 2 Signature: \_\_\_\_\_ Date \_\_\_\_\_

5. Student acknowledgement of Head Teacher determination \_\_\_\_\_ Date \_\_\_\_\_

Parental acknowledgement of Head Teacher determination \_\_\_\_\_ Date \_\_\_\_\_

You will be informed of this decision within 5 school days of lodgement of this Illness/Misadventure Application.

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY APPEAL IN WRITING TO THE HEAD TEACHER OF THE COURSE WITHIN FIVE SCHOOL DAYS OF RECEIVING THE RESULT OF THIS APPLICATION.

Original to be filed in Student file    Copy to Head Teacher    Copy to HT Secondary Studies    Copy to parent/student



## **Independent Evidence of Illness**

To be completed by an Independent Professional Authority<sup>ix</sup>

Student's Name: \_\_\_\_\_

### TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Your help in providing information regarding this student's illness is appreciated. This information will assist Killara High School in the assessment of this illness application.

Date(s) on which the student was seen: \_\_\_\_\_

A medical certificate **must** be attached to this form.

**Nature of Illness** (Attach an additional statement if necessary)

**Date(s) or period(s) of illness:**

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Please describe **how the student's condition/symptom could impact their examination performance or their ability to complete the assessment on the set date.** If the student was unable to attend an examination, it is essential to provide full details in the space below or attach an additional statement.

### **Assessment of severity of illness: (Please tick scale as appropriate)**

MILD	
MODERATE	
SEVERE	

**Your opinion of likely impact on student's capacity to undertake the assessment: (Please tick scale as appropriate)**

MILD	
MODERATE	
SEVERE	

### **Independent Professional Authority**

Name:

Profession:

Signature:

Date:

Address:

Contact phone number:

Stamp



## Independent Evidence of Misadventure

To be completed by an Independent Professional Authority<sup>x</sup>

Student's Name: \_\_\_\_\_

### TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Your help in providing information regarding this student's misadventure is appreciated. This information will assist Killara High School in the assessment of this misadventure application.

To be completed by a relevant person such as a police officer. **Supporting documentary evidence should be attached.**

**Date of misadventure event:**

\_\_\_\_\_

**Were you a witness to the event? Yes / No**

**If no, how did you obtain the evidence you are providing?**

\_\_\_\_\_

\_\_\_\_\_

**Are you known to the student? Yes / No.**

**If yes, describe the nature of the relationship:**

\_\_\_\_\_

\_\_\_\_\_

**Description of misadventure event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe how the student's misadventure could impact their examination performance or their ability to complete the assessment on the set date. If the student was unable to attend an examination, it is essential to provide full details in the space below or attach an additional statement.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Independent Professional Authority**

**Stamp**

**Name:**

**Profession:**

**Signature:**

**Date:**

**Address:**

**Contact phone number:**

If you are in Year 11 or Year 12 and are absent due to illness or misadventure on the day an assessment task is scheduled or due, follow and complete this process within 5 school days of the due date of the assessment task. This process is mandatory for Year 11 and Year 12 students.

1

•**Phone call:** You or your parents/carers should notify the Head Teacher of the relevant subject on the day of the missed assessment task by making a phone call to the school on (02) 9498-3722. You can also leave a detailed voicemail message and/or send an email explaining your absence.

2

•**Download, print and complete the Illness/Misadventure Application on the same day as the missed task:** Print the Illness/Misadventure Application from the Killara High School website by clicking on **Home > About our school > Rules and policies > Assessment Policy** and then selecting the ***Illness/Misadventure Application*** file. Alternatively, you can find this application on Compass by clicking on the **Community (two people) icon > School Documentation > Assessment Policy > Illness/Misadventure**. Take this form to the relevant professional authority to complete all relevant sections of the application on the **same day of your missed assessment task**. The application consists of three pages.

3

•**Attach Evidence:** You must attach evidence that covers the day of the assessment task and all other absences until the task is completed. Pay close attention to all instructions on the three pages of the *Illness/Misadventure Application*. Submitting incomplete forms will jeopardise the application's success.

4

•**Return to school with completed application:** You must attend school on the first day not covered by independent evidence. Present the completed *Illness/Misadventure Application*, with supporting evidence, to the Head Teacher of that course within 5 school days of the due date of the assessment task or on the first day of your return to school before 3pm (if not within 5 school days).

If you are in Stage 4 or 5 and are absent due to illness or misadventure on the day an assessment task is scheduled or due, you must provide the school with documentary evidence from a medical professional or from your parent/carer. This must explain the specific reason for the absence. Stage 4 and 5 students only need to complete page 45 of the Illness/Misadventure Application process. Pages 46 and 47 are only required for Stage 6 students. Print the *Illness/Misadventure Application* from the Killara High School website by clicking on **Home > About our school > Rules and policies > Assessment Policy** and then selecting the ***Illness/Misadventure Application*** file. Alternatively, you can find this application on Compass by clicking on the **Community (two people icon) > School Documentation > Assessment Policy > Illness/Misadventure**.