



LAMBTON HIGH SCHOOL

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ILLNESS-MISADVENTURE APPEAL FORM

PROCEDURES FOR ILLNESS-MISADVENTURE

An illness-misadventure form is used when an assessment task is:

- Not submitted on time
- Submitted incomplete
- During extra-ordinary circumstances

Where a student experiences a misadventure, she/he should obtain an Illness-Misadventure Appeal form from the front office (also available on the LHS website). This must be done on the same day where possible or the next day of attendance including attendance at the next examination after the misadventure.

Completing the Illness/Misadventure Appeal

PART A: This section is to be completed by the student. Reasons for the Illness-Misadventure appeal must be documented in this section.

PART B: Relevant documentation (e.g. doctor's certificate, statutory declaration, other) must be attached. This section is signed by the student and parent/carer.

It is the student's responsibility to complete the Illness-Misadventure Appeal and return it to the Deputy Principal within **five school days** of the due date of the task. Late appeals may be considered but only in the event of exceptional circumstances.

Students cannot submit an appeal on the basis of:

- difficulties in preparation or loss of preparation time / technology fault
- alleged deficiencies in teaching
- long-term illness such as glandular fever unless they are suffering a flare-up of the condition during the examination or assessment period
- misreading the examination timetable
- misreading assessment task or examination instructions
- other commitments such as holidays, participation in entertainment, work or sporting events, or attendance at examinations conducted by other institutions or organisations. Special consideration for changes to the scheduled date must be made in writing, addressed to the Principal and well in advance of the event.
- illness once the assessment paper is opened during the reading time, or after the examination commences.

PART C: The appeal is then completed by the Deputy Principal (within policy guidelines).

The Deputy Principal may:

- uphold the appeal
- dismiss the appeal
- impose a penalty.

If the Deputy Principal dismisses the appeal, the student has the option of requesting an Appeals Committee review.

PART D: The Appeals Committee shall be convened by the alternate Deputy Principal, and include the Head Teacher of another faculty and the Year Adviser.

The committee may:

- uphold the appeal
 - dismiss the appeal
 - impose a penalty.
- The committee should communicate the outcome of the appeal to the student. This could include an extension of time, a substitute task or an estimated mark.
 - All documents related to the appeal should be placed in the student's file.



ILLNESS-MISADVENTURE APPEAL

ROSA / Preliminary HSC/ HSC Assessment (*Circle one*)

PART A – TO BE COMPLETED BY THE STUDENT (*Please return to the appropriate Deputy Principal*)

Name of Candidate:

Teacher:

Subject:

Course:

Assessment Task:

Due Date:

Reasons for failure to meet requirements: (Please outline your reasons)

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PART B – DOCUMENTATION (*Please attach evidence*)

- | | | |
|--------------------------|-----|----|
| 1. Statutory Declaration | YES | NO |
| 2. Medical Certificate | YES | NO |
| 3. Other Documentation | YES | NO |

Student Signature:

Parent/Carer Signature:

Date:

SUBMIT THIS FORM TO THE DEPUTY PRINCIPAL WITHIN 5 DAYS OF THE MISADVENTURE

PART C – TO BE COMPLETED BY THE DEPUTY PRINCIPAL

- Uphold the appeal
- Dismiss the appeal
- Other (explain)

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Deputy Principal:

Date:

PART D – TO BE COMPLETED BY THE APPEAL COMMITTEE (IF REQUIRED)

Scheduled Meeting Date:/...../.....

Venue:

- Uphold the appeal
- Dismiss the appeal

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Deputy Principal:

Date:

Head Teacher:

Date:

Year Adviser:

Date: