

De La Salle Catholic College Caringbah Illness / Misadventure Form

This form to be used by students who suffer an unexpected illness or misadventure *immediately prior to or during* a school assessment task or for the *late submission* of a school assessment task due to valid reasons (refer to the College Assessment Policy for further information).

Section A: To be completed by student for each subject affected

Name: _____ **Year:** 7 8 9 10 (circle) **Class:** B D K M S (circle)
Subject 1: _____ Class Teacher: _____
Name of task: _____ Task Due Date: _____
Subject 2: _____ Class Teacher: _____
Name of task: _____ Task Due Date: _____

Reason/s for review: Tick appropriate box/es and explain the circumstances of your request.
 Illness Misadventure Other (please specify) _____

First date of Absence: _____ Last date of Absence: _____

Supporting documentation: please tick appropriate box/es and staple documentation to the form.

Medical Certificate (required for students in Yrs 9 & 10) **Counsellor's Statement**
 Parent/Guardian's letter **Other** (please specify) _____

I hereby request that the award of a zero mark for the above task/s be reviewed.

Student's signature: _____ **Date:** _____

Section B: To be completed by the class teacher/s

Subject 1: _____
This task has been completed / submitted: YES / NO Date task was completed / submitted: _____
Documentation signed and attached: YES / NO If no, has documentation been sighted? YES / NO
Date Illness/Misadventure Form received: _____ Class Teacher's signature: _____

Subject 2: _____
This task has been completed / submitted: YES / NO Date task was completed / submitted: _____
Documentation signed and attached: YES / NO If no, has documentation been sighted? YES / NO
Date Illness/Misadventure Form received: _____ Class Teacher's signature: _____

Section C: To be completed by the KLA Coordinator:

Review Recommendation: Accepted Declined
Comment: _____
KLA Coordinator's signature: _____ Date: _____

Section D: To be completed by the Year Coordinator:

Review Recommendation: Accepted Declined
Comment: _____
Year Coordinator's signature: _____ Date: _____

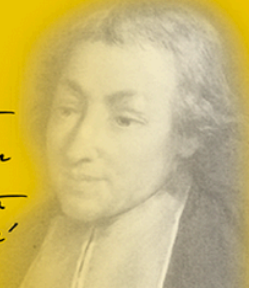
Section D: To be completed by the Curriculum Coordinator:

Review Decision: Accepted Declined
Comment: _____
Curriculum Coordinator's signature: _____ Date: _____



De La Salle
CATHOLIC COLLEGE CARINGBAH

*'Enter to
Learn
Leave to
Serve'*



Illness / Misadventure Form

It is an expectation of the College that all students submit all assessment tasks on the due date. It is also an expectation that all students sit for examinations on the day they are held.

In cases where a student fails to submit an assessment task on the due date or fails to sit for an examination, a **zero** mark will be recorded.

Within two days of his return to the College, it is the student's responsibility to complete an Illness/Misadventure form outlining the reasons for the failure to submit an assessment task on time and/or absence from an exam, to request a review for the marks to be awarded. This request will be reviewed by the class teacher, the KLA Coordinator and the Pastoral Coordinator, with the final decision made by the Curriculum Coordinator.

In all cases the assessment task / examination must be completed as soon as possible so that learning can be assessed and feedback given.

Acceptable grounds for submitting an Illness / Misadventure Form include the following:

- Being prevented from **attending** a formal assessment task (written, oral or practical exam) on the due date because of illness or misadventure; or
- Being prevented from **submitting** a formal assessment task on time due to illness or misadventure; or
- Being affected by illness or misadventure immediately **before or during** an assessment task.

Unacceptable grounds for submitting an Illness / Misadventure Form include:

- Difficulties in preparation or loss of preparation time without sufficient evidence; or
- Alleged deficiencies in tuition; or
- Misreading an assessment task's instructions; or
- Technological or printer difficulties.
- Absence from school when the task was handed out (electronic copies available from Assessment site).

Students are responsible for:

- Familiarising themselves with the College Assessment Policy as outlined in the Assessment Handbook, and available on the College Assessment Google site.
- Asking for help from the teacher or KLA Coordinator when required, well in advance of the due date.
- Completing each Assessment Task to the best of their ability.
- Submitting Assessment Tasks on time and in the correct format (e.g., on paper or electronically as advised in the task instructions).
- Notifying the College of any absence on the due date of an Assessment Task or exam.
- Completing an Illness / Misadventure Form, together with the required documentation, when an assessment task has not been submitted on time or an exam has been missed.

*Please note that while a parental note is sufficient for students in Years 7 & 8 (Stage 4), students in Year 9 & 10 (Stage 5) must provide a **Medicate Certificate**, in line with the College Assessment Policy and Board of Studies requirements.

A Medical Certificate **may not be accepted as an excuse for late submission of an Assessment Task where the task was issued well in advance of the illness or misadventure and the Medical Certificate shows that the student was not incapacitated until 24 hours before the due date.**