

CHELTENHAM GIRLS' HIGH SCHOOL
ILLNESS/MISADVENTURE APPLICATION

Date Received: _____

Please read the guidelines on the reverse of this sheet before completing the application

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

Class: Year.....

Task: Have you/will you attempt this task? YES/NO % Value.....

Date Due/Scheduled

Teacher's Name

Reasons for Appeal

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Documentary Evidence Sighted Yes/No Form of evidence

It is the student's responsibility to hand any medical certificate to her roll teacher for attendance records to be adjusted.

1. Student's Signature Date.....

2. Parent's Signature Date.....

3. Class teacher's comment.....

.....

4. THIS PROFORMA NOW TO BE HANDED TO THE FACULTY HEAD TEACHER BY 3.10pm WITHIN FIVE SCHOOL DAYS OF THE DUE DATE OF THE ASSESSMENT TASK.

5. 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)
 - An estimate to be awarded at the completion of the course
 - An estimate to be calculated then compared with the actual assessment mark. The higher mark to be awarded.
 - A zero mark to be awarded
- Head teacher's comment (if applicable)

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6. Head Teacher Signature..... Date.....

7. THIS PROFORMA NOW TO BE COPIED - ORIGINAL TO PARENT FOR ACKNOWLEDGEMENT

8. Parental acknowledgement of Head Teacher determination

_____ Date _____

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 Year Adviser
- Copy to parent
- Copy to Chairperson Appeals Committee

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY APPEAL TO THE CHAIRPERSON OF THE ASSESSMENT APPEALS COMMITTEE WITHIN FIVE SCHOOL DAYS OF THE DATE IN POINT 6 ABOVE

Guidelines for Assessing Illness/Misadventure Appeals

1. Illness/Misadventure Policy

Students may lodge an illness/misadventure appeal 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 appeal and the responsibility for doing so rests with the student, except where the student is too ill to do so. Appeals must be lodged in person to the Head Teacher or delegate and cannot be lodged electronically.

2. Grounds for Appeal

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

Appeals 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 appeal

- 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
- 3.4 matters avoidable by the student, (e.g. misreading of timetable, misinterpretation of assessment task).
- 3.5 technological malfunctions.

4. Evidence necessary for an appeal

4.1 – Student

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

NB. Appeals 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, and give specific comments on how the student's performance would be affected by the illness/misadventure.

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

NB: Where a student has been absent from a task due to illness or misadventure, it is imperative that the independent evidence clearly states that the student was not able to attempt the task.

It is the student's responsibility to hand any medical certificates to her roll teacher so that attendance records can be amended.

5. Considering a student appeal

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 is legitimate grounds for appeal, depending on the closeness of the relationship, and the nature of the evidence presented. The 'immediately before' and 'unforeseen' nature of a misadventure appeal, must be given close consideration.

5.2. Chronic conditions

Students suffering from a chronic illness are only eligible for appeal 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 Special provisions

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