

ILLNESS / MISADVENTURE APPLICATION FORM – HSC 2025

Illness/Misadventure applications can be submitted where a sudden illness or misadventure:

- occurred immediately before or during an assessment or examination
- was unexpected
- was beyond your control
- prevented you from attending OR diminished your exam performance.

If possible, you should attend every examination and submit what has been completed for hand-in assessments by the due time. If you do not complete/submit assessments and your application is unsuccessful you will receive a mark of zero. The school does not expect you to attend examinations against specific medical advice.

How to Apply

- Seek relevant external evidence from a professional to validate your application. This includes a doctor's certificate, police report etc., and must relate to the day of the task. (Section B)
- The student is to complete the remainder of the form (Section A) and submit to the relevant Head Teacher on or before the day of their return to school.

Expectations upon return to school

- Students must submit the application form and speak with their class teacher.
- Hand-in tasks are to be submitted upon immediate return.
- Students should be prepared to sit examinations and in-class tasks upon their return.
- The usual practice if the Illness/Misadventure is upheld will be a substitute task or, depending on the circumstance and validity, an extension of time. Estimate results will only be provided in exceptional cases, when all other options have been exhausted, and must be approved by the principal.

Restrictions on Applications

You cannot submit an application on the basis of:

- difficulty preparing or lost preparation time
- technological failure
- alleged deficiencies in teaching
- lost time or facilities for study
- long-term illness (e.g. glandular fever, asthma or epilepsy), unless you suffer a flare-up of the condition during an examination
- conditions for which you have been granted or should have applied for disability provisions, unless you have further unexpected difficulties
- courses where you are a self-tuition student

- other commitments such as participation in entertainment, work or family holiday (except where the principal has granted leave. If an assessment task is impacted by approved leave, you should follow the Variation to Assessment process).
- matters avoidable by the student (e.g. misreading of timetable; misinterpretation of examination paper).

In exceptional circumstances, variations to the above will only be approved by a panel convened by the principal.

Processing of Applications

- All completed applications are to be submitted to the relevant Head Teacher on or before the day of their return to school. If absence is long-term, students should make contact with their classroom teacher, Head Teacher or Deputy Principal so the school is aware.
- The relevant Head Teacher will notify applicants the outcome of their application. These applications can be appealed, in writing, no later than **three days** after receiving the decision. The appeal will be considered by the Principal and/or Deputy Principal.

Group Performance Illness/Misadventure

- When a group performance cannot go ahead on a scheduled date, the students affected must notify the relevant Head Teacher immediately
- The students affected must complete an Illness/Misadventure application as a group, which should be returned to the relevant Head Teacher within **two days** of the original task date.
- The student responsible for the group Illness/Misadventure application must submit an individual Illness/Misadventure form outlining the nature of their circumstances, with supporting evidence, on or before the day of their return to school. Please note, this application will be considered separately to the group's application.



Section A (to be completed by student):

Student Name: Year group:

Student Declaration

I consider that my assessment performance was affected by an unforeseen illness or misadventure that occurred immediately before or during an exam, as set out in Section A of this form. I declare that all the information I have supplied is true.

Student Signature: Date:

Date of Task	Subject and Assessment Task Name	For each assessment, describe the specific impact of the Illness/Misadventure on your performance. Please provide details for each task (e.g. do not write 'as above')	Did you attend or submit on time (YES/NO)



SECTION B (independent evidence)

Usually completed by a doctor or other health professional, a counsellor or a police officer. This person must not be related to the student.

Information for independent person:

To accurately assess the illness/misadventure claim, the following information is required:

1. In the case of illness, the date of onset of the illness, plus any additional dates of consultations. In the case of misadventure, the date and time of the occurrence and subsequent events is required.
2. The specific details of the illness/misadventure should be outlined. In the case of illness, health professionals must describe the student's symptoms and describe how these symptoms impeded assessment performance. If the student was unable to attend an examination, it is imperative that details be provided.
3. If possible, some indication of the duration of the condition should be given.

Statement and details of independent person:

.....
.....
.....
.....
.....
.....
.....

Name: Contact No:

Signature: Date:

Parent/Carer statement:

To only be completed if there are exceptional circumstances as to why independent evidence cannot be submitted.

.....
.....
.....
.....

I declare that all the information I have supplied is true.

Parent/Carer Signature: Date:



SECTION C (OFFICE USE ONLY)

Head Teacher Approval:

YES

NO

CONDITIONAL

.....

.....

.....

.....

.....

Head Teacher Signature: Date: