



Woolooware High School

Illness-Misadventure Procedure

Consideration is given to students who suffer illness or misadventure at the time of a task. It is important to note that set procedures must be followed for this consideration to be applied in order to ensure fairness for all students. Students wishing to apply for illness/misadventure should follow the relevant procedure specific to the situation as outlined below.

Procedures to follow in the event of:

1. Absence due to illness/misadventure on the day of an in-school assessment task:

- The student or parent/caregiver **MUST** contact the school by 9:00am on the day the task is scheduled by either phone or email.
- Students must report to the relevant Faculty Head Teacher on the first day of their return to school and be prepared to complete the task on that day.
- Students must obtain an *Illness/Misadventure Application Form* and any other relevant documentation, such as a medical certificate.
- Completed Illness/Misadventure Application forms and documentation must be returned to the Faculty Head Teacher by 3pm on the first day of their return to school.

2. Absence due to illness/misadventure on the day a hand-in assessment task is due to be submitted:

- The student or parent/caregiver **MUST** contact the school by 9:00am on the day the task is due by either phone or email.
- Students should make every attempt to have the task delivered in-person (e.g. by a third party).
- Photographic evidence of progress of practical assessments (e.g. in Visual Arts or Industrial Technology) must be emailed to the Faculty Head Teacher by 3pm on the due date.
- For tasks that are required to be submitted electronically (e.g. via Google Classroom), illness/misadventure applications will not be accepted unless supporting documentation specifically states that the student was unable to submit the task electronically (i.e. students are expected to submit tasks electronically even if they are absent from school on the due date).
- If a hand-in task is not submitted on the due date, the student must submit the hand-in task to the relevant Class Teacher on the first day of their return to school by 3pm.
- Students must obtain an *Illness/Misadventure Application Form* and any other relevant documentation, such as a medical certificate.
- Completed Illness/Misadventure Application forms and documentation must be returned to the Faculty Head Teacher by 3pm on the first day of their return to school.

3. Illness/misadventure during an in-school assessment:

- The student **MUST** notify the supervisor of the task of any circumstance related to illness or misadventure that would prohibit them from performing in the assessment. Then the student will need to decide to either:
 - a) sit the task and apply for illness or misadventure by obtaining an *Illness/Misadventure Application Form* and a *medical certificate* (if applicable) and following Point 1 of the Illness/Misadventure procedure above. Approved applications will receive their mark or an estimate, whichever is higher.
 - b) leave the task and apply for illness or misadventure by immediately obtaining an

Illness/Misadventure Application Form and a *medical certificate* (if applicable) and following Point 1 of the Illness/Misadventure procedure above. Approved applications will usually be given an alternative task to complete. A Head Teacher may allow a delayed sitting of the same task depending on circumstance and its validity. An estimate may be calculated if opportunity does not exist to sit an alternative task.

4. Illness at school by 9:00am/misadventure on a day during an examination period:

- The student or parent/carer MUST contact the school up until 30 minutes prior to the commencement of the scheduled examination by either phone or email.
- Prior to their return to school, the student must contact the relevant Faculty Head Teacher to organise a rescheduling of the affected examination(s).
- On the day of a rescheduled examination, the student must report to the relevant Faculty Head Teacher at the determined time/date.
- Students must obtain an *Illness/Misadventure Application Form* and any other relevant documentation, such as a medical certificate.
- Completed Illness/Misadventure Application forms and documentation must be returned to the Faculty Head Teacher by 3pm on the first day of their return to school.

5. Illness/misadventure for a group performance:

- The individual student or parent/caregiver concerned (i.e. not another student member of the group) MUST contact the school by 9:00am on the day the task is scheduled by either phone or email.
 - When a group performance cannot go ahead on a scheduled date, ALL students affected need to complete an *Illness/Misadventure Application Form*.
 - These forms (and a medical certificate if applicable for the student concerned) need to be returned to the relevant Faculty Head Teacher by 3pm on the first day of their return to school.
 - The relevant Faculty Head Teacher will reschedule an alternative date for the performance.
- In all cases where a task needs to be completed, the student (or all students in the case of a group performance) must:
- Be prepared to **complete the task on the first day of their return to school** unless an alternative arrangement has been made with the relevant Head Teacher.
 - Complete an *Illness/Misadventure Application Form* and any other relevant documentation and return to the relevant **Faculty Head Teacher by 3pm on the first day of their return to school**.

Further Information

Relevant written evidence from a medical practitioner is **mandatory** for any application relating to illness for the application to be considered by the relevant Faculty Head Teacher. It is the student's responsibility to obtain a medical certificate from the medical practitioner and submit it to the school with the *Illness/Misadventure Application Form*.

The Illness/Misadventure Application Form is available online on the school's website, at the school office and from the Deputy Principal.

The consequences of not following these procedures may result in the application for Illness/Misadventure being rejected and a **zero mark** being awarded.

If the application is not accepted, a **zero mark** may be awarded for that task. Should the student wish to appeal this decision, they must submit this in writing to the Deputy Principal within two school days of receiving the initial decision.

Outcome of Illness/Misadventure

The relevant Faculty Head Teacher will consider illness/misadventure cases specific to assessment tasks for courses within their faculty. They will judge the presented evidence and decide whether the application is to be accepted or rejected according to this policy/procedure.

If the application is accepted, one of three things may occur:

- **Original or substitute task is to be completed** – a zero will be recorded for the original task and the student will be required to complete the original task or a substitute task. Once completed, the mark gained for this task will replace the zero. If not completed, the zero mark remains and a N-warning letter will be issued.
- **Awarded mark remains** – the student's performance in the assessment task may be considered to have been unaffected. In this case, the student's original result in the task will remain as marked.
- **Maintain rank applied to task** – in exceptional circumstances, where undertaking an alternative task is not possible, the relevant Faculty Head Teacher in consultation with the Deputy Principal, may determine that the student's relative assessment rank be maintained. This will be calculated at the end of the course. This calculated mark would then replace the zero awarded at the time of the scheduled task.

If the application is rejected, then the **task must be submitted or attempted** in accordance with NESAs rules and procedures. Then one of three things may occur:

- **Original task was submitted or attempted on time** – the original task will be marked and this earned mark will apply.
- **Original task was submitted or attempted late** – the original task will be marked; however, a **zero mark** will be officially awarded.
- **Original task was not submitted or attempted late** – a **zero mark** will be officially awarded and a N-warning letter will be issued.

Appealing an Illness/Misadventure Application Decision

All students have the right to appeal a decision made regarding an application for illness/misadventure. Any student wishing to appeal this decision must do so in writing to the **Deputy Principal within two school days of receiving the initial decision.**

In reviewing the determination of a student's appeal, the Deputy Principal will convene an *Appeal Panel* (consisting of the Deputy Principal, a Head Teacher who did not make the original Illness/Misadventure decision, and a classroom teacher that does not currently teach the student) who will consider the following as applicable:

- The student's original Illness/Misadventure application
- Documentation submitted with the original application
- Any additional statement and/or documentation submitted with the student's appeal form
- Student attendance and other school data relevant to the application