



**Stage 6 - Assessment Absence / Misadventure / Representation /TAFE or SBAT Work Placement Application Form**

Forms **MUST** be submitted **BEFORE** the due date of the task, unless you are applying for illness/misadventure as the reason you missed a task- then you must return the form on the **FIRST** day that you are back at school.

<b>Full Name:</b>		
<b>Subject/s:</b>	<b>Type of Task:</b>	
<b>Teacher/s:</b>	<b>Year:</b>	<b>11/12</b>
<b>Submission date of form:</b>		

<b>What is the reason for completing this form?</b>		<b>Explanation of illness/misadventure to be completed by relevant people on the <u>reverse</u> of this form.</b> <b>Representation/TAFE/Work placement- provide details here:</b>
<b>ILLNESS</b>	<input type="checkbox"/>	
<b>MISADVENTURE</b>	<input type="checkbox"/>	
<b>REPRESENTATION</b>	<input type="checkbox"/>	
<b>TAFE/SBAT/WORK PLACEMENT</b>	<input type="checkbox"/>	
<b>LEAVE</b> Have you completed a leave form?	<input type="checkbox"/>	

<b>Subject</b>	<b>Assessment Due Date</b>	<b>KLA Coord Recommendation</b>

<b>Student signature:</b>		<b>Date:</b>
<b>Parent signature:</b>		<b>Date:</b>
<b>KLA Coordinator signature:</b>		<b>Date:</b>
<b>Subject Teacher signature</b>		<b>Date:</b>

<b>Director of Teaching and Learning</b>	<b>Endorsed:</b> <input type="checkbox"/>	<b>Not endorsed:</b> <input type="checkbox"/>
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**If not endorsed, Director of Teaching and Learning recommends:**

Complete either Evidence of Illness or Evidence of Misadventure as applicable

**Evidence of Illness:**

Diagnosis of medical condition (please provide a brief outline)

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Date of illness onset: \_\_/\_\_/\_\_ Fit to return to school on \_\_/\_\_/\_\_

Date and time of medical consultation/s: \_\_\_\_\_

Please describe how the student's condition/symptoms could impede their performance in the relevant task/s:

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Name of Doctor/Health Care Professional: \_\_\_\_\_

Profession: \_\_\_\_\_ Practice/Clinic/Medical Centre: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

**Professional's signature:** \_\_\_\_\_ **OR attach certificate to this form**

**Date:** \_\_/\_\_/\_\_

**INDEPENDENT Evidence of Misadventure (not to be completed by student)**

Date of event causing misadventure: \_\_/\_\_/\_\_

Were you a witness to the event: YES / NO

If NO, how did you obtain the information you are providing?

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Please describe the event:

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What is your relationship to the student?: \_\_\_\_\_  
 Name: \_\_\_\_\_ Contact number: \_\_\_\_\_  
 Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Assessment Procedure Guide**

Year	Problem and Penalty	Documentation to avoid penalty
11-12	<b>Problem:</b> Late completion of a task/exam <b>Penalty:</b> <i>if you return to school with no completed illness/misadventure documentation, a zero mark will be recorded</i>	<b>College Illness/Misadventure Form</b>
11-12	<b>Problem:</b> Non-completion or non-serious attempt of a task/exam <b>Penalty:</b> <i>No leniency for <b>lateness</b>- a zero mark will be recorded</i>	
11-12	<b>Problem:</b> Academic Misconduct (plagiarism/collusion) <b>Penalty:</b> <i>A zero mark will be recorded</i>	<b>N/A</b>
11-12	<b>Problem:</b> Misadventure <b>Penalty:</b> <i>if you return to school with no completed illness/misadventure documentation, a zero mark will be recorded</i>	<b>College Illness/Misadventure Form</b>
11-12	<b>Problem:</b> Illness <b>Penalty:</b> <i>if you return to school with no completed illness/misadventure documentation, a zero mark will be recorded</i>	<b>College Illness/Misadventure Form with appropriate medical certification</b>
11-12	<b>Problem:</b> School/State sport or other representation, school based activity, work placement, SBAT <b>Penalty:</b> <i>if you do not complete the representation paperwork prior to the task due date, a zero mark will be recorded.</i>	<b>College Illness/Misadventure Form (provide details of representation on Page 1)</b>

**Absence during exam periods:** Students and parents should note that attendance during exam periods as indicated on the College Calendar is compulsory. Any request for leave during the exam periods must be applied for in writing at least (**time limit**) prior to the exam. **Failure to do this will result in a zero mark being recorded.**