

Figtree High School

School Based Illness/Misadventure Claim Form – Stage 1

For an **Illness/Misadventure** claim, this form must be submitted before school to the **Deputy Principal** of the relevant course **on the day you return** to school. If you are **appealing the mark** awarded to you, this form must be submitted to the relevant **Deputy Principal** within **five school days** of receiving your mark.

STUDENT'S NAME..... YEAR/CLASS.....

COURSE NAME

TEACHER'S NAME TASK DUE DATE

- ☐ I was unable to complete/submit an assessment task on the due date because of unforeseen illness or misadventure as described below.
- ☐ I ask the school to
- ☐ award me a mark based on this task or a substitute task OR
 - ☐ grant me an extension of time OR
 - ☐ give me an estimate OR
 - ☐ review the mark awarded to me in this task
- ☐ I declare that all the information I have supplied is true.

Describe the unforeseen illness or misadventure, which prevented you from completing or submitting your assessment task on the due date. In the case of illness outline its nature, onset, duration and effect on your ability to complete or submit the task.

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Give details of the action you took to report your illness/misadventure to the school.

- ☐ Contacted the school on the day the task was due ☐ Reported to HT on day of return
- ☐ Discussed illness/misadventure with class teacher ☐ Medical Certificate provided
- ☐ Other:

Attach your medical certificate and/or other documents to this form.

Student's signature Date Parent's signature

Deputy Principal Decision

Illness/Misadventure Claim: **Accepted / Declined**

Action

- ☐ award a mark based on this task OR ☐ a substitute task ☐ award an estimate mark
- ☐ grant an extension of time – **new due date:**
- ☐ review the mark awarded in the task

If Declined – provide reasons for the decision

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Deputy Principal	Head Teacher/ Class Teacher
Date	

If your Illness/Misadventure Claim is declined, you can appeal the decision by completing the Assessment Appeal Form – Stage 2. Your Deputy Principal has these forms.