

ORANGE HIGH SCHOOL

Application for Special Consideration - Stage 6 (Years 11 and 12)

Accident / Misadventure / Illness / Extension / Special Circumstances / Consideration of absence



Students should always complete/hand in the task/exam as soon as possible and follow it up with an Application for Special Consideration to avoid a zero mark. Consideration of absence and extension documentation must be submitted at least 5 days prior to due date.

Student Name: _____ Class: _____

Subject / Course: _____ Teacher _____

Task/ Exam _____ Due Date: _____ Date of submission: _____

Student Statement: (to be completed by the student)

My appeal is being lodged for the following reason/s {please tick all those that apply ✓:

- | | |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Illness / misadventure / extension / consideration of absence | <input type="checkbox"/> Final course rank |
| <input type="checkbox"/> The awarding of zero / N warning | <input type="checkbox"/> Acceptable reason for late submission |
| <input type="checkbox"/> Final assessment mark | <input type="checkbox"/> Acceptable reason for non-submission |

I did not complete/submit the task/exam on the due date for the following reasons and effect on task was:

Attach supporting documentation (e.g. medical certificate) to this sheet and return it to the faculty head teacher.

Student signature: _____ Parent signature _____ Date: _____

CRT comment re student preparation for task Signature of CRT _____ Date: _____

Head Teacher comment:

Recommendation of Head Teacher:

- | | |
|-------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Non-attempt, zero awarded, N award | <input type="checkbox"/> Late submission, zero awarded |
| <input type="checkbox"/> Resit | <input type="checkbox"/> Estimate to be given |
| <input type="checkbox"/> Extension of time granted | <input type="checkbox"/> Other |

Signature of HT _____ Date: _____

Decision of Deputy Principal: approved not approved

Comment (Optional)

Signature of DP: _____ Date: _____

*Office Use: *HT to consult with CRT; HT to submit appeal to DP; DP considers application and consults with principal if required; DP informs HT of response via Sentral; HT informs student *Original to student file; two copies to Faculty HT teacher for monitoring folder and copy to give to the student*

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This process ensures that students are treated fairly and equitably across the school. It is vital that any student who does not hand in or sit a task at the appointed time uses this process. Students cannot negotiate ANY changes, no matter how small, in timing of the handing in or sitting of a task with their Teacher or Head Teacher, no matter what the circumstances.

You may lodge an **Application for Special Consideration for Accident/ Misadventure/ Illness/ Extension/ Special Circumstances/ Consideration of absence** if you believe that circumstances occurring immediately prior to or during an assessment task or exam, and which were beyond your control, affected your performance. The right to submit and the responsibility for doing so rests with you, except where it is impossible for you to do so, such as in cases of severe illness.

Students should complete/hand in the task/exam as soon as possible and follow it up with an Application for Special Consideration to avoid a zero mark.

All **Application for Special Consideration** relating to assessment tasks are to be lodged to the relevant Head Teacher within 48 hours of the due date of the task. Students lodging an appeal should carefully fill out the form. Teachers are available to provide support to students lodging an appeal. Completed forms are to be handed to the Head Teacher of the faculty concerned.

Applications for Special Consideration may be in respect of:

- Illness or accident – i.e. illness or physical injuries suffered directly by you which affected your performance in the assessment task (e.g. influenza, an asthma attack, cut hand).
- Misadventure – i.e. any other event beyond your control which affected your performance in the assessment task (e.g. death of a family member, car accident, witness to an accident).
- Regional or State representation at a sporting or cultural event.

Applications for Special Consideration process does not cover:

- Matters relating to long-term loss of preparation time, alleged inadequacies of teaching, loss of study time or facilities, computer technology failure.
- Matters that could have been avoided by the student (e.g. misreading of timetable).
- Long-term illness such as glandular fever, asthma and epilepsy.

In all cases the school requires evidence that clearly identifies the disadvantage you experienced for the task.

Your application must include:

- A statement explaining how you were affected during the assessment task.
- A medical certificate with details of the illness, together with a statement about how your performance in the assessment task may have been affected. In cases of misadventure, evidence from other sources (e.g. police statements and/or other statements explaining how your performance in the assessment task may have been affected) should be provided.
- A statement from your teacher. This should contain reference to your preparation for the assessment task and any other information deemed relevant to the genuineness of the appeal.

The Head Teacher will first consider applications for Special Consideration by making a recommendation and submitting the form to the Deputy Principal. The final decision on an appeal will be made by the Deputy Principal in consultation with the Principal and communicated to you by the Head Teacher. Please see the Assessment booklet for any further clarification of the process.

If the appeal is upheld, you will receive either the mark you actually gained on the task, or an estimated mark, on the judgement of the teacher and Head Teacher or arrangements will be made for you to re-sit or resubmit the assessment. Since students often perform better under stressful conditions than they expect, **it is important to complete the task if possible rather than rely on predictions or estimates.**

If an **exam** is missed the student must follow the same procedure as outlined above.