

ST MARY AND ST MINA'S COPTIC ORTHODOX COLLEGE



TRIAL HSC STUDENT GUIDE

ILLNESS & MISADVENTURE PROCEDURES

2022

Illness and Misadventure

The illness and misadventure process is available to support students who are unwell or have an accident or other misadventure at the time of an exam.

It does not cover:

- Difficulties in preparation or loss of preparation time;
- Misreading of a schedule or timetable;
- Misreading of examination or task instructions;
- Long-term illness unless there is evidence of a sudden recurrence during a task; or
- Conditions for which you have been granted disability provisions, unless you experience further difficulties.

NESA states that schools “*must assess the student’s actual performance, not potential performance. Assessment marks must not be modified to take into account possible effects of illness or domestic situations.*”

Acceptable Reasons For Non Attendance/Late Submission of Assessment Tasks

The only satisfactory reasons for non-attendance, or late submission of assessment tasks are:

- Illness on the day the task is sat/submitted as evidenced by a medical certificate;
- Special Leave granted by the Head of College before the date of the assessment task;
- Misadventure (accidents or extreme non-medical problems that can be documented, major transport delays that can be verified);

Unacceptable Reasons For Non Attendance/Late Submission of Assessment Tasks

The following reasons are **not** acceptable for non-attendance, or late submission of assessment tasks:

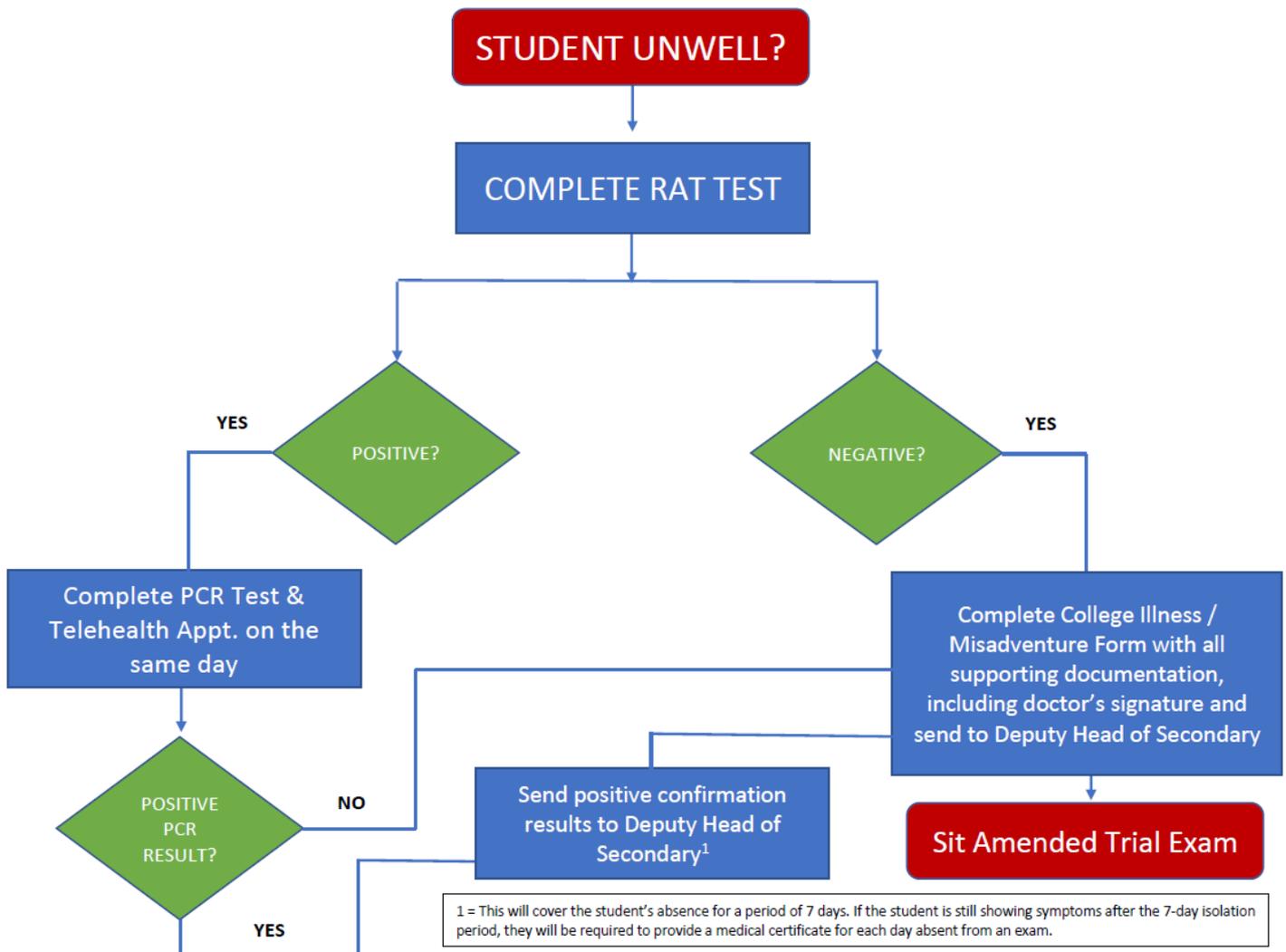
- Any type of computer/printer malfunction (be sure your work is backed up every time you leave the computer, regardless of whether it is finished or not). This includes error/file corruption during transmission;
- Illness without a medical certificate presented on the first day of return to School;
- Illness with a medical certificate provided by a relative of the student;
- Lateness due to minor transport problems (you must allow for variations in time of travel);
- Lateness due to sleeping in;
- Holidays during term time;
- Loss of task;
- An extension/permission to be absent granted by anyone other than the Deputy Head of Secondary;
- Computer/printer malfunction.

Compensation should not be expected during the marking of assessment tasks or upon completion of all tasks for factors including:

- Prolonged illness;
- Long-term domestic problems;
- Holiday trips which affect preparation or performance on a task;

Lateness to an in-class task or examination will not normally be compensated by extended time.

Illness and Misadventure Flowchart



Illness and Misadventure

If a student is ill or showing symptoms before they sit an Assessment Task, they must:

Complete a RAT Test to test for COVID-19

- **If it is a negative result...** Then continue to fill out an Illness and Misadventure Form with all supporting documents and send it to the Deputy Head of Secondary.
- **If it is a positive result...** You will be required to complete a PCR Test on the same day and make a Telehealth appointment to discuss your condition with a medical professional who will provide you with a medical certificate. Then fill out an Illness and Misadventure Form with all supporting documents and send it to the Deputy Head of Secondary.
- **If your PCR Test is positive...** You will need to send the positive result, showing the current date and time, then fill out an Illness and Misadventure Form with all supporting documents and send it to the Deputy Head of Secondary.
- The student will then be given an opportunity to **sit the amended Examination**.

If a student is applying for Misadventure before they sit an Assessment Task, they must:

Complete an Illness and Misadventure Form and

- **explain** in detail the nature of the misadventure that has occurred
- **provide** all supporting documents
- **state** how this misadventure has affected your ability to attend an assessment task on time.

If a student becomes ill during an examination or in-class assessment task, or is unable to complete an examination (for whatever reason), the student must:

1. Bring the matter to the **attention of the teacher / examination supervisor** at the time of the examination or task. The teacher / examination supervisor will fully document the circumstances and inform the Deputy Head of Secondary.
2. Obtain a medical certificate on the **same day** which explains the illness.
3. Submit an Illness and Misadventure Form along with the original copy of the medical certificate on the **first day you return to school** to the Deputy Head of Secondary.

If a student feels that they have been disadvantaged in any way during an in-class assessment task, they must:

1. Bring the matter to the attention of the teacher / examination supervisor at the time of, or immediately after, the examination or task. The teacher / examination supervisor will fully document the circumstances and inform the Deputy Head of Secondary.
2. Submit an Illness and Misadventure Form by the next school day to the Deputy Head of Secondary.

A student who does not alert the supervisor of illness/misadventure before or during an Assessment Task cannot submit an Illness and Misadventure Appeal retrospectively. Illness and Misadventure Forms may not be submitted after results are returned to students. Students with a prolonged illness should not expect special consideration for a task unless they alert the teacher / examination supervisor of an acute attack during the task and follow the above procedure.

Attendance Before a Task is to be Sat/Submitted

Students must attend school for the full day the day before and on the day that an assessment task is to be sat/submitted. If a student is absent for the full day or part of the day prior to the day an assessment task is to be sat/submitted they must submit a medical certificate or a penalty will apply. If a student is absent for a part of the school day and arrives at school to sit/submit an assessment task later in the day they must submit a medical certificate or a penalty will apply.

What To Do If You Are Not At School On the Day A Task Is To Be Sat/Submitted

When an assessment task clashes with other, official, school activities, it is the responsibility of the student to negotiate alternative arrangements with the Deputy Head of Secondary. These new arrangements are to be made well before the clash of events occurs. If a student is involved in an ongoing activity, then the student has the responsibility of negotiating all relevant, alternative arrangements. Failure to follow these procedures may result in the student incurring a penalty.

Students absent from an assessment task due to illness must:

1. Obtain a medical certificate on the day they are absent.
2. Advise the School of your absence by 9am on the day of the task. A call must be received for every day absent until the student returns (unless prior arrangements have been made with the Deputy Head of Secondary).
3. Submit an Illness and Misadventure Form along with the original copy of the medical certificate to the Deputy Head of Secondary before the first period of the day on the first day of return to school. An Illness and Misadventure Appeal accompanied by a Medical Certificate must be sent to the Deputy Head of Secondary within one week of the set date of the Assessment Task being sat / submitted even if the student has not returned to school.
4. Submit the assessment task before the first period of the day on the first day of return to School.
5. A student needs to contact
 - The Deputy Head of Secondary for missed Examinations;
 - The class teacher for all other missed assessment tasksbefore the first period of the day on the day of their return to school and sit for the replacement task as directed as soon as possible after their return to school. Teachers do not need to issue a Notification of assessment task in this event.

For oral assessment tasks, the student has the responsibility to apply the appropriate attendance procedures until that student has completed their oral assessment task.

In most cases, there will be a limit of five school days after the scheduled date of a task or the completion of the Examination Period in which a student can obtain marks from a replacement task. Once this limit has been reached a student, with an appropriate medical certificate, may be awarded an estimate, based on the results of similar assessment tasks. Only in exceptional circumstances will an estimated mark be awarded. This will be at the discretion of the Deputy Head of Secondary.

Extensions for Submission of Assessment Tasks

Extensions for assessment tasks will not normally be granted. Extensions will only be granted for extraordinary circumstances. Illness or other issues in the days immediately prior to the submission of an Assessment Task would not normally be considered. However, if a student has a genuine Illness/Misadventure claim, they should submit a completed Variation to Assessment Task Form accompanied by supporting evidence such as a Medical Certificate to the Deputy Head of Secondary on school days before the task is due to be submitted. If the appeal is accepted, the Deputy Head of Secondary may negotiate a new submission date with the relevant teacher. Even if an extension is granted, a student may be required to submit the work that they have completed on the due date.

Medical Certificates

- Independent evidence must be written by a Medical Practitioner
- Cannot be provided by someone who is a relative of the student
- Must be written on the day of (or the day/s prior to) the missed task
- Must not be dated retrospectively
- Must cover the entire period of the student's absence
- Should indicate the nature of the illness – 'a medical condition' or 'unfit for school' will not suffice
- Must clearly indicate that the doctor's recommendation is that the student is too ill to complete the Higher School Certificate Assessment Task, or, that the student's illness will have impacted their performance during the task
- Must be submitted on the first day that a student returns to school

If for any reason you cannot obtain a Medical Certificate on or before the day of an Assessment Task, you must contact the Deputy Head of Secondary on or before the day of the task to explain the reason and make appropriate arrangements.



St Mary & St Mina's Coptic Orthodox College
"In Whom are hidden all the treasures of Wisdom and Knowledge" (Colossians 2:3)

YEAR 12 ILLNESS AND MISADVENTURE APPEAL

Complete the following details and submit this form to the Deputy Head of Secondary on the day you return to school. Please attach any additional documentation e.g. Medical Certificate.

NB: Retrospective claims will not be considered

Name: _____ Subject: _____

Date of Task/s: _____ Class Teacher: _____

Name of Task/s: _____

Date/s Covered on the attached Medical Certificate: _____

Specific description of the illness/misadventure and how this has adversely affected your performance
(to be completed by student):

Student's Signature

Date

Supervising Teacher's Comment (Supervising teacher to record any observations if relevant after the above section has been completed by student):

Supervising Teacher's Signature

Date