



**LAKE MACQUARIE HIGH SCHOOL
ILLNESS / MISADVENTURE APPEAL FORM**



Note: All applications for Illness / Misadventure appeals must be submitted to your class teacher within two school days of your return to school. In cases of prolonged absence contact with the school is to be made via phone or email. See over for details of what constitutes valid Illness / Misadventure.

1. Student Details

Student Name:	Year:	Teacher:
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2. Task Details

Subject:	Teacher:
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Name of Assessment Task:

Weighting of Assessment Task: (e.g., 20%)	Due Date:
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Reason for Appeal (please tick)	Supporting Documentation (Attach)
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Illness <input type="checkbox"/>	Medical or Pharmacy Certificate <input type="checkbox"/>
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Misadventure

<ul style="list-style-type: none"> ▪ Bereavement <input type="checkbox"/> 	Funeral Notice <input type="checkbox"/>
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<ul style="list-style-type: none"> ▪ Sporting or School representation <input type="checkbox"/> 	Sport or School Representation Note <input type="checkbox"/>
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<ul style="list-style-type: none"> ▪ Excursion <input type="checkbox"/> 	Excursion Note <input type="checkbox"/>
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<ul style="list-style-type: none"> ▪ Other: <input type="checkbox"/> 	Statutory Declaration <input type="checkbox"/>
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Details of Reason for Appeal:

Student Signature: _____ **Parent Signature:** _____ **Date:** _____

3. School Recommendation (School Staff Only)

Teacher Recommendation:	Appeal Supported:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Teacher Signature: _____ **Teacher Name:** _____ **Date:** _____

Head Teacher Recommendation:	Appeal Supported:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Head Teacher Signature: _____ **Head Teacher Name:** _____ **Date:** _____

DEPUTY PRINCIPAL'S FINAL DECISION	ACCEPTED <input type="checkbox"/>	DECLINED <input type="checkbox"/>
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Comment:

Signature of Deputy Principal	Name of Deputy Principal	Date
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Office use only - copy of completed form provided to:

Student: **Class Teacher:** **Head Teacher:**

ILLNESS / MISADVENTURE APPEAL

Throughout the year, a student may experience difficulty attending an assessment, completing an assessment task by the due date, or their performance in an assessment task may be affected by illness and misadventure. The school has an appeal process in place to support these students.

A student may submit an 'Illness / Misadventure Appeal Form' if they are affected by:

- **Illness or Injury** – illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the examination or assessment task e.g., influenza, COVID-19, broken hand etc.
- **Misadventure** – any other event beyond the student's control which allegedly affected the student's performance in the exam or assessment task e.g., death of a friend or family member, involvement in a traffic accident, isolation caused by flood etc.
 - Sporting Representation – for school approved activities.
 - School Sanctioned Activities – VET work placement, Leadership commitments etc.
 - Other – events that have adversely affected a student's completion or performance in a task that are worthy of consideration.

Appeals can also be made if a student feels unfairly treated as a result of the process used in an assessment task.

ILLNESS / MISADVENTURE APPEAL PROCESS

It is the student's responsibility to collect an 'Illness / Misadventure Appeal Form' from the appropriate class teacher, Head Teacher, Senior Learning Hub Coordinator or Deputy Principal. An electronic form can also be downloaded from the school website <https://lakemacqua-h.schools.nsw.gov.au/> (refer to Notes and Forms section) and email the completed form to: lakemacqua-h.school@det.nsw.edu.au.

- If a student knows they will be absent for a task they need to complete and submit the appeal form prior to their leave or absence.
- If a student is unable to attend school on the day of the task, they will need to complete and submit the appeal form to their class teacher within **two (2) days** of their return to school.
- If a student's performance in a task is affected during the task, they will need to complete and submit an appeal form on the date of the task or within 24 hours.
- For a student who sits a task, the mark for that task stands. An Illness / Misadventure appeal form cannot be submitted retrospectively. Marks can only be awarded for evidence of learning.

Students are required to support their appeal form with relevant and appropriate documentation. Depending on the nature of their illness or misadventure, this may include a:

- Medical Certificate
- Funeral Notice
- Statutory Declaration
- School Representation Note

Notes

- There are no grounds for appeal against the value of the mark awarded.
- Computer, printer or technology malfunction will **not** be considered as valid reasons which impact on assessment submission. Students are encouraged to make regular backups and retain draft copies.
- Medical certificates and/or supplementary evidence will be requested to cover absences, illness or misadventure.
- The NESA guidelines of Illness and Misadventure shall form the basis for determination of applications.
- Holidays are **not** considered acceptable reasons for absence as per the NSW Department of Education and NESA guidelines.

<https://ace.nesa.nsw.edu.au/ace-11004>