

St Mary's Catholic College, Gateshead



Assessment - Illness/Misadventure/Variation Form

Years 10 – 12 (+ Year 9 ROSA Courses)

Please complete, sign and submit this form via the Assessment Submission box at Student Services.

Tick one of the following boxes:

- Illness/Misadventure – Unforeseen absence on the day of a task**

Submit this form on the **FIRST** school day of attendance after the due date of the task.

- Illness/Misadventure – During an assessment task**

Submit this form on the **DAY OF THE TASK** or the **FIRST** school day of attendance after the task.

- Assessment Variation – Extension request for task submission**

Submit this form at least **THREE SCHOOL DAYS** prior to the due date of the task.

- Assessment Variation – Change of date for in-class task (foreseen absence)**

Submit this form at least **THREE SCHOOL DAYS** prior to the due date of the task.

SECTION ONE: To be completed by the Student:

Name: Roll Call.....

Course: Assessment Task Number:

Due Date: Class Teacher:.....

Reason for the submission of the Illness/Misadventure/Variation Form:

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The following actions **MUST** be completed by the student (please tick each box once finalised):

School notified of this issue on (please insert date here)

Supporting Parent/Guardian Letter attached

Appropriate independent evidence attached (e.g. Medical certificate, funeral notice) – **Stage 6 only**

Signed: (Student) Date:

Signed: (Parent/Carer) Date:

Staff use only

SECTION THREE: To be completed by the Classroom Teacher:

Recommendation:

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Teacher Signature: Date:

SECTION FOUR: To be completed by the Studies Co-ordinator:

Recommendation:

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Studies Co-ordinator Signature: Date: