



St Mary's High School

Assessment

Illness/Misadventure Form

- Student absence on day of assessment task**
Note: This form must be completed 3 school days prior to a planned absence or brought to school on the first day of attendance after an unexpected absence.
- Student request for an extension of time**
Note: This should be requested at least 3 school days prior to the due date.
- Special consideration**
Note: Special consideration may be applied for following an illness/misadventure if it is believed the illness/misadventure has/will impact the student's results for an assessment/examination.

Note: Students should submit any evidence such as drafts or notes to validate a claim. Technology malfunction is not usually viewed as a satisfactory reason for late submission. Students should keep back-up copies at all times.

Student Name: _____ Course: _____

Task/Assignment : _____

Due Date: _____ Date requested for extension (if applicable) _____

I was absent from school on the date of the assessment for the following unavoidable reasons **OR** I certify that the extra day(s) are required to complete the assignment for the following reasons:

Documentary evidence attached (eg. medical certificate, funeral notice, notes, drafts) YES NO

Signed: _____ (Student) Date: _____

Signed: _____ (Parent/guardian) Date: _____

Recommendation / Approval

Recommendation: _____

Assessment to be re-scheduled *Date of rescheduled task:* _____

Substitute task

Estimate to be used

Studies Coordinator : _____ (approved / not approved) Date: _____

