



# St Joseph's High School Aberdeen

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## Extension/Illness/Misadventure Form

**NOTE:** This form should be **handed** to your **Subject Teacher** or relevant **Leader of Learning (LOL)**.  
 If the illness/Misadventure is for an entire **Examination Block**, please submit to an **Assistant Principal**.

**DO NOT LEAVE THIS FORM AT STUDENT SERVICES**

Forms not fully completed may not be considered.

<b>Name:</b>		<b>Pastoral Class:</b>	
<b>Subject:</b>		<b>Teacher:</b>	
<b>Task No.</b>		<b>Due Date:</b>	
<b>Weighting:</b>	<b>%</b>	<b>Task Type:</b>	

Reason for Application – to be completed by the student	
<input type="checkbox"/>	Extension to submit / complete an Assessment Task
<input type="checkbox"/>	Absent from school for the submission date of a Hand in Assessment Task
<input type="checkbox"/>	Absent from school for an in-class Assessment Task
<input type="checkbox"/>	Exceptional Circumstances adversely affecting your ability to complete an Assessment task
<input type="checkbox"/>	Sick during an Assessment Task at school
<input type="checkbox"/>	Misadventure/Undue hardship
<input type="checkbox"/>	Other (explain):

Supporting Evidence – to be completed by the student	
Suggested Alternate Date for task submission:	
I have attached relevant supporting evidence:	
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Legal Documents
<input type="checkbox"/> Letter from Guardian	
<b>Student Signature:</b>	<b>Guardian Signature:</b>
<b>Date:</b>	<b>Date:</b>

Office Use Only: Leader of Learning's recommendation	
<input type="checkbox"/> Application Accepted	<input type="checkbox"/> Application Rejected
Comment:	
Leader of Learning's signature:	Date:

Alternate Arrangements to be logged on Sentral Copies to: Student File, Student/Guardian

Office Use Only: Assessment Committee's recommendation if application is rejected.	
Comment:	
Signature:	Date:
Signature:	Date:
Signature:	Date:

## Procedure for Requesting an Extension/Illness/Misadventure Consideration

### Illness

**STEP 1:** Parent/Guardian to telephone the school by 8:45am explaining the inability of the student to meet the requirements of the Assessment Task. Obtain a medical certificate to verify student's illness.

**STEP 2:** Download from the Compass School Documentation a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting medical evidence.

**STEP 3:** On the student's return to school submit the completed form to your subject teacher or the relevant Leader of Learning.

**STEP 4:** Applications will be considered by the Leader of Learning.

**STEP 5:** The decision to accept or reject the application will be communicated to the student in writing, with alternate arrangements if required.

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### Extension

**STEP 1:** Download from the Compass School Documentation a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting evidence.

**STEP 2:** Submit the completed form to the relevant Subject Teacher or Leader of Learning at least **three days** prior to the due date.

**STEP 3:** Applications will be considered by the Leader of Learning.

**STEP 4:** The decision to accept or reject the application will be communicated to the student in writing, with alternate arrangements if required.

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### Misadventure

**STEP 1:** After an assessment task has been completed in which the student believes they have experienced undue hardship and were disadvantaged, download from the Compass School Documentation a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting evidence.

**STEP 2:** Submit the completed form to the relevant Subject Teacher or Leader of Learning.

**STEP 3:** Applications will be considered by the Leader of Learning.

**STEP 4:** The decision to accept or reject the application will be communicated to the student in writing.