



St Joseph's Catholic College Aberdeen

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School-Based Assessment Variation Form

Forms not fully completed may not be considered.

Please return this form to the Executive Assistant, in the front office. It must be stamped, signed and dated by administration staff.

Name:		Course Name:	
Pastoral Class:	Teacher:	LOL:	
Task No:		Due Date:	
OFFICE USE ONLY			
Submission of this Form	Date:	Time:	
Received by (Admin Staff Members Signature):			

Reason for Application – to be completed by the student	
<input type="checkbox"/>	UNFORESEEN ABSENCE FROM TASK – Illness Misadventure – On the day of a task. <i>School-Based Assessment Variation form must be submitted the day following the task or the first day upon return to school.</i>
<input type="checkbox"/>	FORESEEN ABSENCE prior to an in-class School-Based Assessment Task. <i>School-Based Assessment Variation form must be submitted at least FOUR DAYS prior to the School-Based Assessment Task.</i>
<input type="checkbox"/>	EXTENSION REQUEST for task submission / completion <i>School-Based Assessment Variation form must be submitted prior to the due date of the School-Based Assessment Task.</i>
<input type="checkbox"/>	ILLNESS and/or MISADVENTURE during an in-class – School-Based Assessment Task. <i>School-Based Assessment Variation form must be submitted the day of the task.</i>
<input type="checkbox"/>	ILLNESS and/or MISADVENTURE prior to a task – Unforeseen circumstances just prior to a task <i>School-Based Assessment Variation form must be submitted prior to, or on the day of the task.</i>
<input type="checkbox"/>	Other (explain):

Supporting Evidence – to be completed by the student	
<i>Please add additional details to your assessment variation request</i>	
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"/> Other	Year 7, 8 and 9 ONLY
<input type="checkbox"/> Letter from Guardian	<input type="checkbox"/> Attendance note on Compass

Student Signature:	Parent/Guardian Signature:
Date:	Date:

Procedure for Requesting a School-Based Assessment Variation

STEP 1:

- **UNFORESEEN ABSENCE** - Parent/Guardian telephone the school/add Compass Attendance Note 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. Download from the Compass School Documentation a copy of the School-Based Assessment Variation form, complete the relevant sections, attaching all supporting medical evidence.
- **FORESEEN ABSENCE/EXTENSION REQUEST** - Download from Compass School Documentation a copy of the School-Based Assessment Variation form, complete the relevant sections, attaching all supporting evidence.
- **ILLNESS and/or MISADVENTURE** during an in-class task - 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 School-Based Assessment Variation form, complete the relevant sections, attaching all supporting evidence.

STEP 2: When completed or when the student return to school, submit the completed form to Executive Assistant in the front office. It must be stamped, signed and dated by Executive Assistant as received. They will return the copy to you.

STEP 3: Applications will be considered by the Leader of Learning. They will make a recommendation to the Assessment Committee (in the case of Years 10, 11 or 12)

STEP 4: The Assessment Committee will meet twice a week to review the variations and make a decision.

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