

Oxley High School

Senior School Assessment Appeal-Form

Issued by: Date Issued:

Rules and Procedures when applying for Illness or Misadventure

(Refer to Assessment Manual:-Assessment policy, procedures and subject requirements for further details),

- Collect an Assessment appeal form from the Senior School Head Teacher (HSC Assessment Coordinator) on the day of return from absence when a task or due date has been missed.
- This appeal form must be fully completed and accompanied by a medical certificate (in case of illness) or other supporting documentation (in case of misadventure) and recommendation from the Faculty Head Teacher.
- Lodge the completed appeal form with the HSC Assessment Coordinator within 2 days of returning to school after a task or the due date for a hand in task has been missed, or where special consideration is sought. Any appeal lodged after this time will NOT be accepted, except under special circumstances as determined by the HSC Assessment Coordinator.
- No application for appeal will be accepted after a task has been marked and returned.

To be used in the case of:

A missed task

Illness during a task

Please tick

Application for an extension of time

Absence from a task with prior approved leave

Absence due to Illness on the day of a task Other-Misadventure/Personal matter

Name:

Subject:

Class:

Teacher:

Assessment Task: (Due)Date of Task:

Weighting: Hand-in In-class

Date of return to school in case of absence:

Reason supporting application:

I have attached a Medical Certificate

Signatures-

Student signature: Date:

Parent/Guardian signature: Date:

Class Teacher: Date:

Faculty Head Teacher: Date:

HT Comment:

On completing this form, please provide a copy for HSC Assessment Coordinator. (HT Senior School)