## ASSESSMENT TASK PROCEDURE FOR ILLNESS/MISADVENTURE/ABSENCE Student is sick on the day of Student knows they will be the task\* or could not have absent for an assessment predicted they would be task absent or unable to do task Does the reason involve extended **Contact the Head** leave (over 10 No Teacher of the No days)? subject involved Is the reason for the absence a college immediately via approved event e.g. email Yes sport, excursion? & Apply for a certificate of Fill in an illness/misadventure extended leave with the Yes form within two **Deputy Principal before the** college days of the task/s as they must be done task, with supporting before you leave You do not need to fill in an documentation No approval = No mark illness misadventure form (the forms can be but must contact the found on the college **Head Teacher of the** If Approved website) Subject involved prior to the absence Is the task an exam? Is the task to be done in class or **Contact the Head** No Yes handed in? **Teacher Administration** who will work with the Head In-class task or Teacher on how to Hand-in Task performance proceed. If the return date of the student is after the The Head Teacher will The Head Teacher will organise exam period, this will organise another time for with the student/parent a way become the Head the student to sit the task for any work done on the task to or an alternate task \*\* be sent to them on the due date

<sup>\*</sup>If a student is sick during a task they must let the supervisor know and start illness/misadventure procedure

<sup>\*\*</sup> If a student misses a re-set task they must start the whole illness/misadventure procedure over again