

# ASSESSMENT TASK PROCEDURE FOR ILLNESS/MISADVENTURE/ABSENCE

Have you missed or will you miss an assessment task / exam?

Contact the administration office on 66593054 or email [coffsharbs-h.school@det.nsw.edu.au](mailto:coffsharbs-h.school@det.nsw.edu.au)

The office will inform the relevant Head Teacher and ask that you submit an Illness Misadventure Form

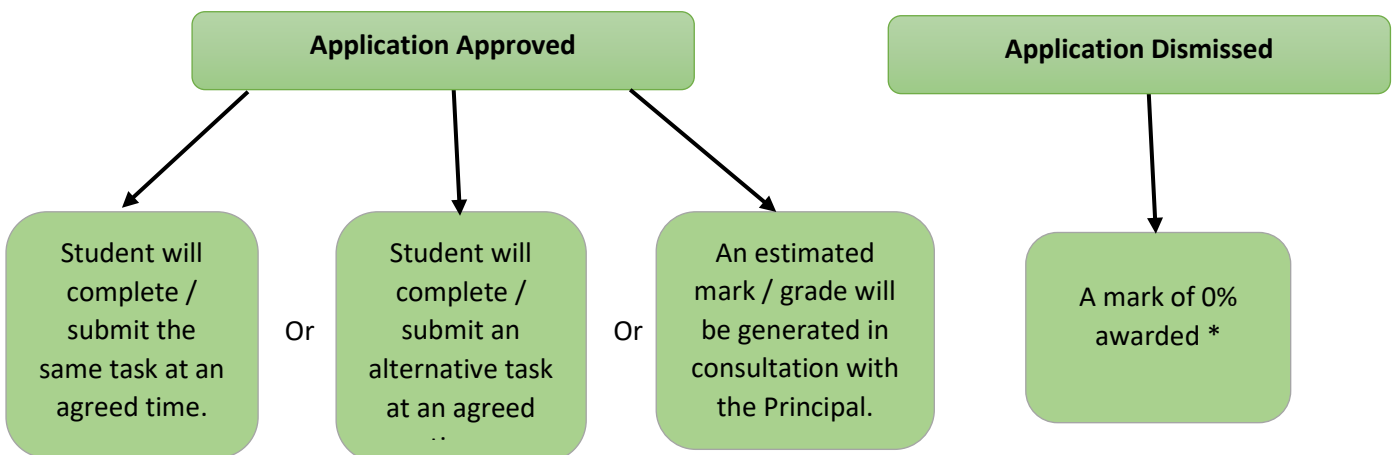
**Complete and Submit IM Form immediately or within 2 days of return to school.  
To the Office**

The Deputy Principal will liaise with Teacher / Head Teacher about the Application. (IM forms can be found on the college website or the administration office).

The Teacher / Head Teacher will contact you with the result of the Application and discuss the required resolution.

Note: You do not need to fill in an illness misadventure form if your absence is due to a College approved activity (Excursion / Sport) but you **MUST contact the Head Teacher of the Subject involved prior to the absence to organise for the task to be completed.**

## Possible Outcomes of an Illness Misadventure Application



If a student is sick during a task they must let the supervisor know and start illness/misadventure procedure

If a student misses a re-set task they must start the whole illness/misadventure procedure over again

\*An appeal process exists for this outcome.