



MOSMAN HIGH SCHOOL

Application for Consideration in Relation to an Assessment Task

Or Examination

Students may apply for consideration regarding an assessment task or examination on the basis of illness and misadventure. Documentation, as detailed in the MHS Assessment Policies Booklet, must accompany any application. The Head Teacher and the faculty involved will consider each application, on its merits, and the student will be advised of the outcome via this form.

Note that in the event that an assessment task/examination is missed, it is the responsibility of the student to notify the school without delay and to contact the relevant Head Teacher on the first day of attendance, after the missed task.

If the consideration is granted then, as it written in the Assessment policies booklet:

- A substitute task/exam may be granted, OR
- An estimate may be given, BUT only in exceptional circumstances.

If, after careful consideration, the student, and/or parent(s) consider that there are grounds to appeal the Head Teacher's decision, the section of the form relating to appeals should be completed and submitted with relevant supporting documentation to the relevant Deputy Principal. The Deputy Principal will inform the Principal, who will form an appeals panel. This panel will meet to determine the outcome of the appeal.

After final deliberations, a copy of the form is to be included in the student's file.

Application to Head Teacher for consideration in relation to an assessment task/examination

Name: _____ Roll Class: _____

Course: _____ Teacher: _____

Assessment task/exam: _____ Due date: _____

Person contacted at the school: _____

Method of contact: Phone Fax In Person

Student signature: _____ Date: _____

Medical certificate attached

Other documentation attached

Reasons for the consideration. (Attach documentation as necessary).

Head Teacher's decision:

Reasons for appeal - (if applicable).

Appeals Panel decision:
