



Misadventure Form

Confidential:

Students are responsible for the completion of the misadventure form. Complete each of the steps 1-3

Application for special consideration:

If illness, accident, misadventure or special circumstances prevent a student from completing a set task on or by the due date, the school must be advised immediately the situation is known and on the day of returning to school, this form must be completed and returned to the Head Teacher of the subject affected.

Step 1

1. Name: Year: Roll Class:
2. Course: Teacher:
3. Assessed Task:
4. Date Due:/...../.....
5. Reason for this application:

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Absence | <input type="checkbox"/> Non-Completion | <input type="checkbox"/> Under-achievement |
|----------------------------------|---|--|

Due to

- | | | |
|----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Illness | <input type="checkbox"/> Accident/Misadventure | <input type="checkbox"/> Procedure |
|----------------------------------|--|------------------------------------|

Details: Attach supporting documents such as medical certificates.

If the reason is confidential, personal issue, the signature and endorsement of the Principal, a DP or Counsellor may be substituted for details in this part.

.....

.....

.....

.....

.....

Medical Certificate from(Doctor) *attach a copy*

...../...../.....
Signature of Student	Date	Signature of Parent/Guardian



Step 2

Subject Faculty:

1. Head Teacher's Recommendation:

.....
.....
.....

Supported Not supported

2. Decision:

Extension of time without Penalty

Set a substitute task

Completion Date __/__/__

Give an estimate based on the evidence

Insufficient cause, assessment, assessment confirmed.

Student's signature:

(Comments Optional)

.....
.....
.....

Signed:.....(Head Teacher)

Step 3 (A student may appeal the decision in step 1)

Present the completed form to: The Principal or Deputy Principal

.....
.....
.....

Supported Not supported

Senior Executive Signature

File Date

