ERSKINE PARK HIGH SCHOOL

Illness/ Misadventure Appeal Form/ Application for Extension: YRS 9/10/11/12 Assessment Tasks

This form is to be completed within ONE WEEK of the task due date (one week before or after that due date) and given to the Head Teacher (then to relevant Deputy Principal) if you apply

(i) **for an extension of time on an assessment task, prior to task due date OR**

(ii) **for special consideration because a task has not been submitted/ has not been completed on the due date.**

STUDENT NAME: _____YEAR: _____ SUBJECT(S): _____
ASSESSMENT TASK TITLE(S): _____
CLASS TEACHER(S): _____ DATE STUDENT RETURNED TO SCHOOL: ___/___/___
DATE TASK DUE: ___/___/___ DATE TASK COMPLETED/ SUBMITTED: ___/___/ ___

ACTION REQUESTED: ☐ Extension Of Time ☐ Special Consideration ***(attach all supporting documentation, including evidence of work in progress if applying for an extension of time)***

STUDENT REASON FOR APPEAL (Completed by student, signed by parent before completion by Head Teacher):

NOTE: Computer, printer or disk malfunction (loss of data) needs to be safeguarded by you through backing up, print outs, electronic copies or paper drafts.

_____
_____
_____
_____
_____
_____
_____
_____

STUDENT SIGNATURE: _____ PARENT SIGNATURE: _____

RECOMMENDATION OF HEAD TEACHER (Head Teachers are asked to comment on the student's reasons above – in line with the policy - before submitting this to the relevant Deputy Principal):

☐ MEDICAL CERTIFICATE SIGHTED ***(Head Teacher ticks, returns to student who submits original to Front Office)***

_____
_____
_____
_____
_____
_____

HEAD TEACHER SIGNATURE: _____ DATE: _____

DECISION OF DEPUTY PRINCIPAL/ YEAR ADVISER (Head Teacher to be given a copy of this sheet; All original documentation to file)

- ❑ Appeal successful
- ❑ Extension granted until ___/___/___ If task not submitted before school on this day a zero mark will apply.
- ❑ Zero mark stands – reasons not substantiated/ published Assessment Policy not followed (task must still be submitted)
- ❑ Non-serious attempt; Cheating and dishonest practices; Malpractice – zero mark stands (task must still be submitted)
- ❑ Late to school for task/ lateness explained – appeal successful
- ❑ Student and parents to be notified in writing of zero mark by Class Teacher/ Head Teacher via Board of Studies letter

DEPUTY PRINCIPAL SIGNATURE: _____ DATE: _____

It is your responsibility to follow the requirements as spelt out in your School Assessment Policy. New copies available from school website/ DP.

ERSKINE PARK HIGH SCHOOL
PRIDE IN ACHIEVEMENT