



Request for Consideration form

Students who miss an assessment task due to illness or misadventure must complete this form and submit it with supporting documentation to their centre supervisor on the first day of their return.

Student details

Given names: _____

Family name: _____

Language: _____ Year: _____

Teacher name: _____

Task details

Assessment task: _____ Date of task: ____/____/____

Reason for absence: _____

Evidence provided: Medical certificate Police report Signed note from parent/ carer

Other (please specify) _____

Student declaration

Student signature: _____ Date: ____/____/____

Parent/ carer signature: _____ Date: ____/____/____

Supervisor recommendation

Recommendation: Supported Not supported

Comment: _____

Supervisor signature: _____ Date: ____/____/____

Submitting a Request for Consideration

In line with NESA procedures, Saturday School of Community Languages advises that students attend examinations and submit assessment tasks unless it is considered detrimental to their health. Students who are unwell must seek independent medical advice either immediately before or after each task and present a medical certificate to the centre supervisor on their first Saturday back at school. Students who experience misadventure must have a signed report of the event completed by a relevant person (such as a police officer or counsellor). The person completing Section A or B must NOT be related to the student.

Section A: Illness

Independent evidence of illness: to be completed by a medical practitioner

Please attach medical certificate to this application, ensuring it includes:

1. Diagnosis of medical condition
2. Date of onset of illness
3. Date(s) and time(s) of all consultations/meeting relating to this illness
4. Description of how the student's condition/symptoms could affect their examination performance or ability to complete a task
5. Any other comments or information which may assist in the assessment of the student's appeal.

Please note that any fee for providing this report is the responsibility of the student.

Section B: Misadventure

Independent evidence of misadventure: to be completed by a relevant person

Please attach report to this application, ensuring it includes:

1. Date of misadventure
2. Description of event
3. Description of how the event could affect the student's examination performance or ability to complete a task
4. Any other comments or information which may assist in the assessment of the student's appeal

The report must also indicate whether:

1. The person completing the report was a witness to the event and if not, how the person completing the report obtained the evidence they provided
2. The person completing the report is known to the student and if yes, what is the nature of their relationship.