

Request for Consideration form

Students who miss an assessment task due to illness or misadventure or as a planned absence must complete this form and submit it to their Campus Supervisor on the first day of their return or in the case of planned absence in advance of their absence.

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: ____/____/____

SCL Campus Supervisor recommendation

Recommendation: Supported Not supported

Comment: _____

SCL Supervisor signature: _____ Date: ____/____/____

Submitting a Request for Consideration

In line with NESA procedures, the Secondary College of 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, B or C must NOT be related to the student.

Supporting documentation must cover the **Saturday that the assessment task was missed** by the student. Medical certificates that do not cover the appropriate dates will not be accepted as valid supporting documentation.

If students are aware of a valid reason for missing a scheduled assessment **in advance** they must notify the campus supervisor before the task, complete the form and provide evidence. Be advised that reasons not deemed appropriate may not be accepted and students must still sit the task or they will be issued with a warning for missing a task.

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. Details of onset of the condition
3. Date(s) and time(s) of all consultations/meetings relating to this condition
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 a medical certificate stating only 'illness' will not be accepted. Any fee for providing this report is the responsibility of the student. For further information refer to NESA Assessment Certificate Examination (ACE) 11003 Procedures for lodging an appeal.

or

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.

or

Section C: Planned Absence

Independent evidence of planned absence

Please attach documents to support this application, ensuring it includes:

1. Date/s of planned absence/s
2. Description of event
3. Any other relevant details or information which may assist in the assessment of the student's request.

Please note that students are required to be present and available to sit all tasks unless under extraordinary circumstances. Requests may be denied and the student must sit the task or be at risk of a warning for missing a task.