



NARRABEEN SPORTS HIGH SCHOOL

Absence from an Assessment Task and Illness/Misadventure Application

Step 1 – Read the relevant section of your assessment booklet, fill out the first part of this form and attach documentation such as a medical certificate.

Name: _____ Year: _____ Subject: _____

Date of Assessment Task: _____ Time of Assessment Task: _____

Reason for inability to attend or submit assessment task on time: (Describe how the illness and/or misadventure you have suffered has affected your performance or prevented you from attending the task or submitting the task on time. Give details of any action you took to report this.)

(Additional pages may be stapled onto this form or please turn over and use the back if more space is needed)

NOTE: Remember it is vitally important that you provide independent evidence of your claim. The documentation you provide must be current, specific to the date and time of the task. In the case of the Doctor's certificate the following information is required:

1. In the case of illness, the date of onset of the illness, duration of the condition, plus any additional dates of consultation.
2. The specific details of the illness/misadventure should be outlined. In the case of illness, health professionals should describe the student's symptoms and describe how these symptoms would impede the student's performance

Signed: _____ Signed: _____
Student Parent/Guardian

Step 2 – See the Deputy Principal – Curriculum/NESA Administrator

Date Received: _____ Time Received: _____

Reason Satisfactory Unsatisfactory

Doctor's Certificate / Approval Documentation Attached

Signed: _____
NESA Administrator

Step 3– See the relevant Head Teacher(s)

Outcome: Student to complete task/substitute task or estimate

Date of Completion: _____ Signed: _____
Head Teacher