



If you cannot submit the assessment task on the due date because of a **valid** reason (illness or misadventure) you **must** do the following:

- 1. Contact your teacher via Canvas or email and inform that you are unable to complete the task.**
- 2. Submit the task when you are first able to do so** or negotiate with the Faculty Head Teacher an alternate date to complete an internal assessment.
- 3. Download an Illness / Misadventure Application form** from the LMHS Website. <https://lakemunmor-h.schools.nsw.gov.au/>. Any student in these circumstances receives a ZERO mark until a valid reason has been provided and the appeal has been approved. **YOU HAVE FIVE DAYS FROM THE DUE DATE OF THE TASK TO LODGE THE ILLNESS /MISADVENTURE APPLICATION FORM.**
- 4. Complete the Illness / Misadventure Application form**, outlining your reasons and attaching evidence (where possible) from a health professional or another relevant person e.g. counselor or police officer. A parent signature must be on each form before it is processed. (digital signature is acceptable)
- 5. Email the completed Illness / Misadventure Application form to the relevant Head Teacher before class on the next day after your parents have signed it.** Discuss with the Head Teacher when you will do the task missed or a substitute task. You must be prepared to do the task or a substitute task on a day or time arranged by the Head Teacher. The result of your efforts on this task will depend on the success of your appeal. If it is not successful, a zero mark stands.
- 6. The Head Teacher makes a written recommendation** and transfers the completed Illness / Misadventure Application form to the Deputy Principal **who sights relevant documentation and notes it on the form.** An appeals committee will then consider the Illness/Misadventure application.
- 7. Head Teachers will be notified of the decision by the Deputy Principal. Students will be notified of the result of their application by the Head Teacher/Class Teacher.**
- 8.** In the case of an unsuccessful appeal, the Class Teacher will notify the parents in writing (through an official NESAs non-completion of course warning letter) of the outcome of the appeal. If successful, the completed assessment task will be marked as usual and the mark will stand.
- 9. In the event of an application being declined a student may appeal the decision. In this case the Principal will convene a panel,** liaising with Head Teachers where necessary. Records of panel meetings will be maintained.