



Application for Consideration

Students must apply for consideration regarding any missed assessment task or examination. Documentation, as detailed in the Mosman High School Assessment Procedures, must accompany any application. The Head Teacher of the faculty involved will consider each application on its merits, and the student will be advised of the outcome via this form.

Note that in the event that an assessment task/examination is missed, it is the responsibility of the student to notify the school without delay and to contact the relevant Head Teacher on the **first** day of school attendance, after the missed task. Refer to the Rules of Assessment. If the consideration is granted then, as written in the Mosman High School Assessment Procedures:

- a substitute task/exam may be granted, **or**
- an estimate may be given (in exceptional circumstances).

If, after careful consideration, the student, and/or parent(s) consider that there are grounds to appeal the Head Teacher's decision, the section of the form relating to appeals should be completed and submitted with relevant supporting documentation to the Principal. The Principal will form an appeals panel. This panel will meet to determine the outcome of the appeal.

After final deliberations, a copy of the form is to be included in the student's file.

APPLICATION FOR CONSIDERATION			
Student: _____		Roll Class: _____	
Course: _____		Teacher: _____	
Assessment Task: _____		Due Date: _____	
Notification of Assessment Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Reason for Application:	Illness <input type="checkbox"/>	Misadventure <input type="checkbox"/>	
Describe how illness or misadventure affected your performance or prevented your attendance.			
.....			
.....			
.....			
Prior Notification Provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Attended Exam (if appropriate):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Submitted Task (if appropriate):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Evidence provided to support this application:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Student signature:		Date:	

Head Teacher's Decision:

Reason for Appeal (if applicable):

Appeals Panel Decision:

Task Rescheduled:

Task Extension:

Substitute Task to be completed:

Estimate (if exceptional circumstances):

Other: