

**APPENDIX 1 - ASSESSMENT TASK APPEAL FORM**

- Extension for Assessment Task
- Consideration of Absence
- Illness / Misadventure Appeal

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Subject: \_\_\_\_\_

Task: \_\_\_\_\_ Due Date: \_\_\_\_\_

I hereby apply for consideration with respect to the task for the following reasons:  
(Documentary evidence from Parent/Doctor or other sources must be provided other than in exceptional circumstances)


In applying for this special consideration, I assure the Principal that the information given above is accurate and that I am not seeking unfair advantage over other students in this course

Student: \_\_\_\_\_ Parent / Caregiver: \_\_\_\_\_

Recommendation of Teacher / Head Teacher:


Teacher: \_\_\_\_\_ Head Teacher: \_\_\_\_\_

**Note:**

- **Application for an Extension**  
This application must be made prior to the due date of the task in time for an alternative time to the negotiated.
- **Application due to a Known Absence**  
This application must be made to the Class Teacher and Head Teacher as soon as the student knows that he/she will be absent on the day of an assessment task
- **Application due to an Unexpected Absence**
  - The Head Teacher of the subject must be notified as specified in The Forest High School Assessment Policy Document
  - The student must see his/her teacher and the Head Teacher immediately on return to school
- **Illness / Misadventure Appeal**
  - If the problem has occurred prior to the task then the student must inform his/her teacher (or Year Adviser for formal examinations) before he/she sits for the task that there are reasons why the student feels that he/she may not perform to the usual standard
  - In the event of illness or an accident during the task, the student must inform the teacher immediately and complete this form as soon as possible