

ASSESSMENT TASK PROCEDURE FOR ILLNESS/MISADVENTURE/ABSENCE

Have you missed or will you miss an assessment task / exam?
Go to School Bytes or our website (coffsharbs-h.schools.nsw.gov.au)
to submit an IM form online

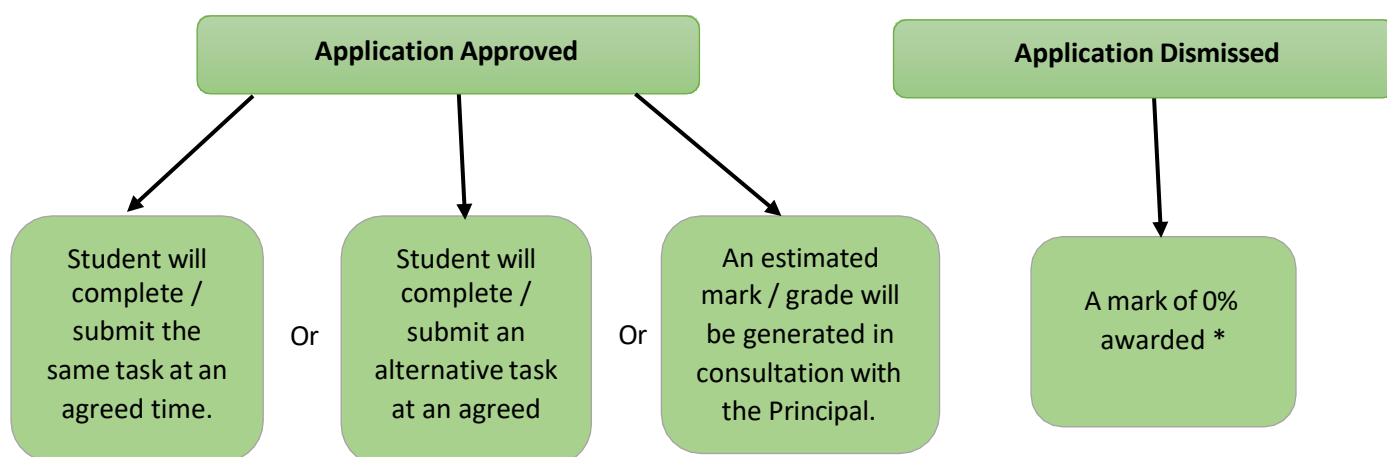
Complete and Submit IM Form immediately or within 2 days of return to school.

The Deputy Principal will liaise with Teacher / Head Teacher about the Application. (IM forms can be submitted via School Bytes or our website).

The Teacher / Head Teacher will contact you with the result of the Application and discuss the required resolution.

Note: You do not need to fill in an illness misadventure form if your absence is due to a College approved activity (Excursion / Sport) but you **MUST contact the Head Teacher of the subject involved prior to the absence to organise for the task to be completed.**

Possible Outcomes of an Illness Misadventure Application



If a student is sick during a task they must let the supervisor know and start illness/misadventure procedure

If a student misses a re-set task they must start the whole illness/misadventure procedure over again

*An appeal process exists for this outcome.