

The Board of Studies' Illness/Misadventure Appeal program assists students who:

- are prevented from attending an examination (including a practical examination) due to illness or unforeseen misadventure, or
- consider that their performance in an examination has been affected by illness or misadventure immediately before or during the examination.

If either of the above categories applies to you at the time of the HSC examinations, you will need to complete an Illness/Misadventure Appeal form. Before you complete the form you should read the following information carefully. You should refer also to *Rules and Procedures for Higher School Certificate Candidates*.

Limitations on Appeals

The authority of the Board of Studies is limited to the conduct and presentation of the examinations. This means students may only appeal to the Board in relation to circumstances that occur immediately before or during an examination, **and** that affect their performance in the examination.

You cannot submit an appeal on the basis of:

- difficulties in preparation or loss of preparation time; for example as a result of an earlier illness
- alleged deficiencies in teaching; for example extended teacher absences
- loss of study time or facilities during Year 12
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the examination
- the same grounds for which you received disability provisions, unless you experience additional difficulties during an examination
- misreading the examination timetable. If you miss an examination, or arrive late to an examination because you misread the timetable, contact your principal immediately. He or she may make a submission to the Board of Studies on your behalf
- misreading examination instructions
- failure to enter for the examination in the correct course
- illness and/or misadventure in a course that is undertaken as a self-tuition student
- other commitments, such as participation in entertainment, work or sporting events, or attendance at examinations conducted by other education organisations.

If you are unsure whether you are eligible you should ask your principal.

Attendance at Examinations

You should attend every examination if at all possible.

Do not miss an examination just because you do not feel able to do your best. The Illness/Misadventure Appeal program is designed to support students who perform below their expectations because of illness or misadventure. If you do not attend an examination session and your Illness/Misadventure Appeal is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

The Board does not expect you to attend an examination session against specific medical advice.

If you cannot attend an examination (including a practical examination) because of illness or misadventure, you must notify your principal immediately.

Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your appeal. You should seek independent evidence on the same day, either immediately before or after each examination for which you are appealing. The documentation you provide must be current, specific to the date and time of the examination, and submitted with the appeal form. A medical certificate that merely states you were unfit for work/study is unacceptable.

Practical Submissions

(For example, a Visual Arts body of work or Society and Culture Personal Interest Project.)

If, as a result of illness or misadventure, you experience difficulties in completing your practical submission, you must advise your class teacher. He/she will complete Section B of the appeal form.

Performance Examinations

If illness or misadventure occurs before the examination begins, and you are still able to attend the examination, notify your principal or Year 12 Advisor before you begin the examination.

If you are presenting for the examination at a venue other than your home school, notify an officer of the Board of Studies.

Before starting your examination, advise the Examiner of your situation. Do not hesitate to approach the Examiner as his/her comments and observations will be important in assessing your Illness/Misadventure Appeal.

In the case of performance examinations, it is not necessary to have Section B of the appeal form completed. The Examiner will complete a report form, and send it separately to the Board of Studies.

Written Examinations

If you are suffering from illness or misadventure, but are still able to attend the examination, notify the Presiding Officer (the person supervising the examination) when you enter the examination room. If the illness or misadventure occurs during the examination, notify the Presiding Officer at once. Do this at every examination session in which you consider your performance may be affected.

Do not hesitate to approach the Presiding Officer. He/she is there to help you. If you submit an Illness/Misadventure Appeal form, the Presiding Officer will need to complete Section B.

Your Rights and Responsibilities

It is your right and responsibility to submit an Illness/Misadventure Appeal whenever necessary.

If you are incapacitated, an appeal may be submitted by your parent/guardian or principal on your behalf.

All appeals must be submitted on an HSC Illness/Misadventure Appeal form.

When completing an Illness/Misadventure Appeal form, you should pay close attention to the instructions and complete all relevant sections. Submitting an incomplete appeal form could jeopardise the success of your appeal.

No section of the appeal form should be completed before the relevant examination has been conducted, or before the due date for practical submissions.

Before signing page 1, read the statements above the signature box very carefully. It is strongly recommended that you sign the form only after you have completed Section A, and after Section C has been completed by an appropriate person.

If Section C is incomplete and you did not attend an examination, you might not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

Submitting Your Appeal Form

- If your appeal relates to a written examination, hand the appeal form to the Presiding Officer.
 - If your appeal relates to a performance examination, return the appeal form to the principal of your home school or college.
 - If your appeal relates to a practical submission, hand your appeal form to your class teacher.
 - If your appeal relates to your inability to attend an examination, hand your appeal form to your principal.
- In each case you will receive the student acknowledgement slip. Please keep this acknowledgement slip until you have been advised of the result of your appeal.

The Board of Studies Appeals Process

The Board of Studies Illness/Misadventure Appeals Panel considers and makes a recommendation on each appeal on the basis of:

- the Board's authority in relation to the *Education Act 1990*, and
- the evidence presented in your Illness/Misadventure Appeal.

The Illness/Misadventure Appeals Panel consists of senior education professionals who operate as a team and follow strict procedures. Each appeal is considered by up to five panel members to ensure that every case is determined fairly and consistently. Complex matters may be referred to an independent medical expert for advice.

You will be notified of the outcome of your appeal on the same day as you receive your Higher School Certificate results.

If you have any questions about the Illness/Misadventure Appeal program that your principal cannot answer, please call (02) 9367 8381 or (02) 9367 8325.