



Illness-Misadventure Appeal Process

These are the rules applied to senior exams, performances and tasks conducted by the school

The Illness-Misadventure appeal procedures at Smith's Hill High School are based on the BOSTES rules for illness-misadventure appeals. Illness-Misadventure appeals can apply to all types of official assessment tasks used to calculate the School-based Assessment mark and rank.

Students who become ill or suffer a misadventure (eg. accident, family bereavement) that may adversely affect performance in an examination or assessment task are entitled to submit an Illness-Misadventure Appeal. The Illness Misadventure Form must be completed in full to support the appeal. This includes the student statement and independent documentary evidence.

Independent documentary evidence may be in the form of a statement in the relevant section of, or attached to, the Illness-Misadventure Form. Such evidence may be provided by medical practitioners, school counsellors, police and so on, who can attest to the nature of the illness-misadventure and how it is likely to affect performance in an exam or task.

Medical evidence **must clearly state how the illness would affect the student's performance** in the relevant exam or task.

BOSTES: "A medical certificate that merely states you were unfit for work/study is unacceptable."

It is important that students and/or parents contact the school as soon as possible if an issue arises that may lead to an illness-misadventure appeal. The school will provide advice and put in place the procedures necessary to support students through both the assessment and appeal processes.

The illness-misadventure process is designed to support individual students to achieve results that might accurately reflect their ability and effort. The process must also ensure the integrity of school-based assessment for all students in each course. Accordingly, students must be aware that each illness-misadventure appeal is considered on its merits and **there is no guarantee that the appeal will be upheld.**

Exams: forms are submitted to the Deputy Principal (DP) in charge of the exams.

Assessment Tasks: forms are submitted to the Head Teacher (HT) of the faculty responsible for the course.

The process to follow in Illness Misadventure appeal situations for exams and in-class tasks:

[1] **Attending the exam or task** but affected by illness-misadventure

- ⇒ notify the DP or HT (by phone or in person) that you are affected by an illness-misadventure
- ⇒ notify the supervisor of the exam upon arrival at the exam room (as this allows the supervisor to make observations)
- ⇒ complete the Illness-Misadventure form and obtain **independent documentary evidence** (on the day of the exam/task)
- ⇒ submit the Appeal form to the DP or HT

The same basic process applies for students who suffer illness during an exam or task. Ensure the supervisor is notified as soon as you feel ill.

The Illness-Misadventure appeal in these situations is basically for **consideration in the marking/ranking process.** (see page 2)

Students should attend exams &/or assessment tasks where possible even if they believe their performance in the exam or task will be affected by the illness-misadventure. Of course, never risk harm in order to attend an exam or attend against medical advice.

[2] **Unable to attend the exam or task** on the scheduled day

- ⇒ contact the school office to notify the DP or HT you are unable to attend
- ⇒ **attend the school on the first day not covered by independent documentary evidence** ie. when well enough or circumstances allow. You will generally be required to sit the exam or task you missed **on that day.** The DP or HT may negotiate an alternate time in situations where more than one exam has been missed or if the catch-up exam creates unreasonable expectations of the student.
- ⇒ complete the Illness-Misadventure form and obtain **independent documentary evidence** (on the day of the exam/task)
- ⇒ submit the Appeal form to the DP or HT.

Students need to be aware that when an illness-misadventure appeal is upheld resulting in the exam being taken after the scheduled time, it is unlikely consideration in the ranking process would also be provided.

Students may be required to sit for the same paper or an alternative paper.

The process for take-home tasks can be divided into three broad types:

1. unable to attend school (or late arrival) on the submission date of the task

- ⇒ notify the HT that you are suffering from an illness-misadventure and are unable to attend to submit the task
- ⇒ **send the task (completed or otherwise) to the HT via email, or have someone else bring it to the school**
- ⇒ on return to school submit the Illness-Misadventure Form to the HT

If the task is incomplete the evidence will need to cover the day(s) prior to the submission date. Students can then request an extension to the submission date

2. request for extension of submission date

- ⇒ notify the class teacher &/or HT as soon as possible **ahead of the due date** that you are seeking an illness-misadventure appeal and are unlikely to be able to submit the task on time
- ⇒ complete and submit the Illness-Misadventure Form
- ⇒ discuss the circumstances with the HT and (if the appeal is upheld) negotiate an appropriate extension to the submission date

not on the submission date

Students need to be aware that when an illness/misadventure appeal is upheld resulting in an extension of the submission date, it is highly unlikely consideration in the ranking process would also be provided.

3. request for consideration in the ranking process

- ⇒ notify the class teacher &/or HT that you have been affected by an illness-misadventure during the time allowed for preparation and completion of the task and believe this has affected the quality of the final product.
- ⇒ complete and submit the Illness-Misadventure to the HT

Results of appeal – consideration in the ranking process

All student responses are marked against the standards set out in the Marking Guidelines for the exam or assessment task. There is no “consideration” given at this stage of the process.

If an illness-misadventure appeal is upheld, the process of calculating the mark that is recorded for the exam or assessment task is as follows:

- the mark earned in the exam or task is compared with the student’s relative performance (ie. ranking) in a similar previous or subsequent task (depending on the stage of the course to which the illness-misadventure appeal applies) ie. the mark that might have been expected to be achieved had the illness-misadventure not occurred. Any unaffected parts of the exam/task are also considered here.
- the higher of those marks is then recorded as the mark earned in that exam or task for the purpose of calculating the final School-based assessment. Teachers / HT’s will indicate in their records where an illness-misadventure was applied and how the ultimate mark was determined.
- the same process applies if the school determines that the student is unable, or it is impractical, to complete a particular task and an estimate is to be provided.

If the appeal is declined, the student is awarded the mark achieved in the examination or task. Students have a further right of appeal to the principal if they believe the DP or HT should have upheld the appeal.

Board of Studies rules limit Illness-Misadventure appeals to up to 50% by value of school-based assessments in each course.

Parents and/or students who are unsure how illness-misadventure might apply in any given situation should contact the relevant DP or HT.

HIGHER SCHOOL CERTIFICATE EXAMINATION

APPLICATIONS DUE TO ILLNESS OR MISADVENTURE

Information Guide for Students

The Board of Studies, Teaching and Educational Standards NSW (BOSTES) Illness/Misadventure 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 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 Applications

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

You cannot submit an application 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 BOSTES 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 program is designed to support students who perform below their expectations because of illness or misadventure.

If you do not attend an examination and your Illness/Misadventure application 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.

BOSTES does not expect you to attend an examination 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 application. You should seek independent evidence on the same day, either immediately before or after each examination for which you are applying. The documentation you provide must be current, specific to the date and time of the examination, and submitted with the application 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 form.

Performance Examinations

(For example, a Drama performance examination or Language speaking examination.)

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 BOSTES.

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 application.

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

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 form, the Presiding Officer will need to complete Section B.

Disability provisions

- i. If you have a disability that would, in a normal examination situation, prevent you from:
 - reading the examination questions and/or
 - communicating responses, the Board may approve disability provisions.
- ii. Applications for known conditions can be submitted from mid-Term 4 in Year 11 and should be submitted as soon as possible. If you wish to apply for disability provisions, you should ask your principal, year adviser or school counsellor.
- iii. Emergency provisions can be arranged if you have an accident just before the examination that impairs your ability to undertake the examination. You should immediately notify your principal or year adviser in such a case.
- iv. Your application should contain recent evidence of your disability and, in some cases, examples of your work. You may need to organise any testing required early in the year to ensure your application reaches the Board by the closing date. If applications do not contain sufficient evidence, the Board's decision may be delayed.