

**DE LA SALLE CATHOLIC COLLEGE CRONULLA**  
**ASSESSMENT TASK ABSENCE/EXTENSION FORM for YEAR 11 AND 12**

**USE THIS FORM FOR ASSESSMENT TASKS DURING EXAMINATION BLOCKS**

Student's Name: \_\_\_\_\_ Year: \_\_\_\_ Course: \_\_\_\_\_  
Teacher: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**TASK FOR WHICH YOU ARE SEEKING CONSIDERATION:**

**DATE TASK IS DUE:** \_\_\_\_\_

**REASON YOU ARE SEEKING CONSIDERATION:**

(Tick relevant box. Provide details for your request)

- A. ILLNESS** \_\_\_\_\_
- B. MISADVENTURE** \_\_\_\_\_
- C. GENUINE REASON FOR EXTENSION** \_\_\_\_\_
- CERTIFICATE ATTACHED** (Tick box and attach relevant Medical certificate)

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

**STUDENT TO RETURN THIS FORM TO THE CURRICULUM COORDINATOR**

**OFFICE USE ONLY**

**Curriculum Coordinator's RECOMMENDATION/DECISION**

(Tick relevant box and provide details eg. due date of extension or substitute task)

- Extension \_\_\_\_\_
- Substitute task \_\_\_\_\_
- Estimate mark \_\_\_\_\_
- Other \_\_\_\_\_

- COPY to Student File
- COPY to Subject Coordinator

**Curriculum Coordinator:** \_\_\_\_\_

**DE LA SALLE CATHOLIC COLLEGE CRONULLA**  
**ASSESSMENT TASK ABSENCE/EXTENSION FORM for YEAR 11 AND 12**

**USE THIS FORM FOR FOR ASSESSMENT TASKS DURING NON EXAMINATION BLOCKS**

Student's Name: \_\_\_\_\_ Year: \_\_\_\_ Course: \_\_\_\_\_  
Teacher: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**TASK FOR WHICH YOU ARE SEEKING CONSIDERATION:**

**DATE TASK IS DUE:** \_\_\_\_\_

**REASON YOU ARE SEEKING CONSIDERATION :**

(Tick relevant box. Provide details for your request)

- A. ILLNESS** \_\_\_\_\_
- B. MISADVENTURE** \_\_\_\_\_
- C. GENUINE REASON FOR EXTENSION** \_\_\_\_\_
- CERTIFICATE ATTACHED** (Tick box and attach relevant Medical certificate)

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

**OFFICE USE ONLY**

**Subject Coordinator's RECOMMENDATION/DECISION:**

(Tick relevant box and provide details eg. due date of extension or substitute task)

- Extension \_\_\_\_\_
- Substitute task \_\_\_\_\_
- Estimate mark \_\_\_\_\_
- Other \_\_\_\_\_

**Subject Coordinator:** \_\_\_\_\_

**STUDENT TO RETURN THIS FORM TO THE CURRICULUM COORDINATOR**

- COPY to Student File
- COPY to Subject Coordinator

**Curriculum Coordinator:** \_\_\_\_\_

## PRELIMINARY AND HSC ASSESSMENT GUIDELINES

### 3a. Absence from a task - during a non examination period/block

If absent from a task the following procedures MUST be followed:

- Phone the College and leave a message for the Subject Coordinator. This should be done on or before the day of the task. Failure to do so may result in a zero.
- On the day the student returns to school they should:
  - report immediately to the relevant Subject Coordinator
  - complete an Assessment Task Absence/Extension Form. This form can be downloaded from the College website.
  - provide documentary evidence, e.g. a Doctor's certificate, explaining the reason for the absence
  - arrange a time with the subject coordinator, to complete the task (this would normally occur on the student's first day back at school).
  - return the Assessment Task Absence/Extension form to the Curriculum Coordinator

If a student completes or submits an assessment late without just cause or does not do a task at all without just cause:

- *The student will be awarded a zero for that task, but the task must still be done.*
- *If a zero penalty is imposed then the KLA Coordinator will advise the student and a letter sent to the parent / guardian*

### 3b. Absence before a scheduled Assessment Task

- Students must be present at school from their first timetabled period on the day of an Assessment Task and any part absence requires a Doctor's Certificate or relevant misadventure documentation.
- Students who are absent from lessons prior to an Assessment Task will receive a zero notification unless a Doctor's Certificate, or relevant misadventure documentation, is produced.

### 3c. Absence from a task during an examination period/block

If absent from a task the following procedures MUST be followed:

- Phone the College and leave a message for the Curriculum Coordinator. This should be done on or before the day of the task. Failure to do so may result in a zero.
- Arrange a time with the Curriculum Coordinator to complete the task during the examination period/block (this would normally occur on the student's first day back at school).
- On the day the student returns to school they should:
  - report immediately to the Curriculum coordinator
  - complete an an Assessment Task Absence/Extension Form. This form can be downloaded from the College website.
  - provide documentary evidence, e.g. a Doctor's certificate, explaining the reason for the absence
  - complete the task for which they were absent

3e. No student will be able to sit an examination BEFORE the scheduled date and time.

### 3f. Applying for an extension

- If illness or another valid reason means a student cannot meet the deadline for an assessment task the student must approach their teacher **BEFORE** the due date and negotiate an extension. When applying for an extension, an Assessment Task Absence/Extension Form needs to be used.
- Students who envisage applying for leave should seek advice from their Year Coordinator.
- In exceptional circumstances, the Principal may authorize the use of an estimate based on other appropriate evidence.