

Cecil Hills High School



Stage 4 – Year 8

2021

Assessment Policy Booklet

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Information for parents and students

This booklet outlines assessment procedures being followed at *Cecil Hills High School* in **Stage 4 – Year 8**. These are consistent with the General Guidelines issued by the NSW Education Standards Authority (NESA) and represent minimum requirements.

School-based grades

Areas of Learning will be reported with the gradings A, B, C, D or E, for all subjects. Students' grades will be based on our school's assessment of a student's performance against the Course Performance Descriptors in each subject.

Grade	General Performance Descriptors
A	The student has extensive knowledge and understanding of the course content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills of the course and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the course content and a high level of competence in the processes and these skills of the course. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills of the course.
D	The student has a basic knowledge and understanding of the course content and has achieved a limited level of competence in the processes and skills of the course.
E	The student has an elementary knowledge and understanding in few areas of the course content and has achieved very limited competence in some of the processes and skills of the course.

Special Note on Reporting and Assessment

Students will be given assessment tasks so teachers can allocate grades based on a student's knowledge and skills in the subject. However, in Semester 1 and Semester 2 reports, the school will report on each student's overall progress, including the Cecil Skills for Learning. Students need to work hard and do their best in all set tasks, including classwork, as all tasks will contribute to final grades.

Skills assessed
COLLABORATE with others in online and face-to-face environments on a common goal
ENGAGE with real-world issues, opportunities, challenges and problems
COMMUNICATE and convey ideas using a range of communication modes and tools for a variety of different forums
INNOVATE and create new ideas, services, products and solutions for situations and audiences/users
LEAD and self-regulate learning by thinking critically to plan, monitor and assess work

Assessment Tasks

Assessment tasks are intended to measure the student's total achievement in the course. They will be based on tasks set throughout the course.

Why have school assessments?

- It allows each student to be given credit for developing skills and knowledge over a period of time.
- It allows for evaluation of a student's achievement in those parts of courses, such as field and practical work, which are difficult to examine formally.
- It increases the accuracy of a student's final mark by using multiple assessment tasks, rather than a single examination result.

What will be assessed?

- Such things as knowledge, and how students apply it, the ability to think critically, to analyse, to interpret and use evidence to manipulate ideas and materials, practical performance and the ability to evaluate thinking.
- Students must follow task guidelines and meet deadlines as stated on the Assessment Notification Sheet, which will be provided a minimum of two weeks prior to the due date.

How will these assessments be made?

Assessment may constitute one of the following, after advanced notice (refer to subject specific assessment schedule):

- Oral/aural tests
- Class tests
- Reports
- Extended Responses
- Assignments
- Research
- Practical work
- Fieldwork
- Lectures and oral presentations
- Class notes
- Practical performances
- Formal examination

Some aspects of each course will be emphasised more than others. The teacher in each course will indicate which are the most important. Marks achieved in formal examinations are worth varying amounts of the assessments, decided by course co-ordinators. These are listed in the attached course assessment schedules.

Other Tests, Assignments and Projects

It must be understood that, while certain tasks are nominated as counting towards assessment, this does not mean that other tasks completed in class do not count and so can be neglected by students. These tasks could well be, for example, practice tasks which are the basis of student learning and critical preparation for the final assessment tasks. Students who do not complete all classwork could be viewed as not having satisfactorily completed the course.

YEAR 8: School Assessment Policy

Schedule of Assessment tasks:

- Tasks will occur frequently through the course, starting in Term 1, 2021, at the start of Year 8 courses.
- All students will be given an assessment schedule booklet indicating the assessment week(s) for each Stage 4: Year 8 course.
- Students may be told marks and rankings for individual assessment tasks as they are marked.
- Where there is a change to be made from the original assessment schedule, faculties will notify students in writing two weeks before the new task date.

Failure to complete an assessment task

- Late submission of assessment items **will be:**
 - i. **Deducted 20%** of marks awarded after the first due date
 - ii. **Deducted 50%** of marks awarded after the second day
 - iii. **Deducted ALL MARKS and receive zero** after the third day

The above will be followed unless there are very extenuating circumstances in which a misadventure form should be completed and evidence provided (eg. doctor's certificate, etc.) and accepted by the Faculty Head Teacher.

- Students found guilty of malpractice will be awarded a **zero mark**.
- Students misbehaving during an in-class task will be deducted marks and may be given a zero mark at the discretion of the Head Teacher.
- Students / parents will be notified in writing when receiving a deducted or zero mark, via a Faculty Zero Letter.
- If a piece of work is incomplete at the time of submission, it should be submitted as is, and the student will be given a mark on what has been completed.
- Task extensions will only be granted at the discretion of the Head Teacher in very extenuating circumstances, supported by written documentation.

Absent for an assessment task

If a student is absent for a task they must:

- See their teacher or Head Teacher on the **first day they return** to school, whether they have the subject or not on that day, and hand in a completed **misadventure form (available from the Deputy Principal, or through Moodle)**. Reasons for the absence must be stated and supported by documentation, e.g. a doctor's certificate.
- Where a student is absent for **non-medical reasons**, a satisfactory explanation in writing must be provided on a misadventure form and submitted to the Head Teacher of the faculty. **Absence due to a family holiday may not be accepted as a valid reason for missing an assessment task. A zero mark may be awarded in such circumstances.**
- An alternative task/examination or an estimate mark may be given at the school's discretion when an application for misadventure has been approved by the Head Teacher / Deputy Principal.
- Where a student is absent for more than the day of the task they must have a doctor's certificate explaining the entire absent period.
- Problems of any nature are referred to the appropriate Faculty Head Teacher.

Malpractice (e.g. cheating, copying) in assessment tasks:

What is cheating in an Assessment?

Cheating, or malpractice, is dishonest behaviour by a student that gives them an unfair advantage over others. Most students understand what cheating in an examination means, but there are other types of behaviour that are also considered cheating.

Here are some examples of behaviour considered to be cheating:

- Copying, buying, stealing or borrowing someone else's work in part or in whole, and presenting it as your own
- Using material directly from books, journals, CDs or the internet without acknowledging the source
- Submitting work that contains a large contribution from another person, coach or subject expert, that is not acknowledged
- Paying someone to write or prepare material that is associated with a task, such as process diaries, logs and journals.

The examples above are generally referred to as plagiarism.

What is Plagiarism?

Plagiarism is when you pretend that **you** have written or created work that someone else created.

- Should any student be found guilty of malpractice in an assessment task, he or she will be given a zero mark for the task. If malpractice occurs more than once a student may not be regarded as satisfying the school's requirements for the course.
- Students are reminded that **all work** submitted for assessment is to be the work of their own person. Where resources and work of others is used, this must be appropriately cited. Cases of plagiarism will be investigated, and students found to have inappropriately used others' work will be awarded a zero mark.
- Students should also take care when working with others that their work remains their own. Students may and will support their friends learning; however, students found to have allowed their work to be used by another student without acknowledgement will also be awarded a zero mark.

Use of Technology:

- When completing a task on a computer it is a student's responsibility to make sure there is more than one copy in case there is a problem accessing the task OR print the task off before the due date. **All hand-in tasks must be submitted on paper unless otherwise stated.**
- Technology and/or computer equipment failure may not be valid grounds for misadventure involving the late submission of tasks.
- Moodle is Cecil Hills High School's virtual learning environment allowing students to access work, collaborate and gain feedback from teachers. 
- Turnitin is a program integrated into our Moodle site which analyses student writing in all subjects. It allows students to guard against accidental malpractice. This displays plagiarism and identified areas where students need to be writing information in their own words, leading to increased subject content knowledge and writing skills. Any written component of your assessment should be submitted through Turnitin by the due date and time specified on the assessment notification. 
- Any assessment tasks which are plagiarised can result in a zero mark.
- Any inappropriate use of technology will result in disciplinary action.

Appeals Process:

- If a student disagrees with a mark, the matter must be discussed with the class teacher who will refer the matter on if necessary.
- Where no agreement is reached, the issue should be discussed with the Head Teacher.

Disability Provisions for Assessment Tasks and Formal Examinations

Information for Students and Parents

This information is to inform students who have a special examination need, and their parents, of the possibilities available to assist them during formal assessment tasks and examinations.

If a student has a special examination need – whether it is related to a physical or medical condition, visual impairment, hearing loss, or a learning difficulty – the student should read this and discuss it with their parents, Year Adviser, teacher or Learning and Support Teacher.

What are Disability Provisions?

Disability provisions provide students who have special needs with practical support in formal assessment tasks and examinations.

The school aims to offer practical support to students by allowing provisions such as special coloured examination papers, rest breaks, writers or readers, and permission to take medication.

Applying for Disability Provisions

- i. If a student wishes to apply for special examination provisions they should see their Year Adviser, or the Learning and Support Teacher.
- ii. The Year Adviser or Learning and Support Teacher will discuss the special provision process and eligibility requirements with the student.

When a final decision has been made, the school will send the student written notification of the approved and/or declined provisions.

Appeal procedures

If a student wishes to appeal against the school's decision to decline a provision for which the student has applied, the appeal must be submitted within 10 working days of receiving the special provisions decision letter.

A note to parents

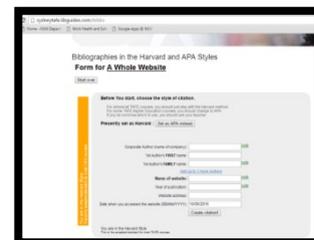
If parents are concerned about whether special examination provisions apply for their child, they should contact the Year Adviser or Learning and Support Teacher at the school.

Referencing Policy - Bibliographies

Assessments which require a Bibliography MUST include a list of all resources you have used in your research. Bibliographies could include: books, websites, magazines, TV shows, YouTube videos or podcasts. Details of these resources are listed **alphabetically** in your Bibliography according to the **Author's last name**. At Cecil Hills High School the format that is required is the **Harvard Style** (otherwise known as the Author, date system).



Need help? Type (sydneytafe.libguides.com/biblio) into your browser. This will take you straight to Sydney Tafe Library Online. Make a Bibliography by clicking on your resource type from the list provided on this page. A citation is then produced which you can copy and paste into your Bibliography document. Remember you can always ask the school Library staff for assistance. The Library Moodle page also has referencing help as well.



Your bibliography should then be put into alphabetical order.

Examples of Bibliography Types:

Books

Authors surname, initial	Year of Publication	Title of Book (in italics)	Publisher	Place of Publication
Riley, T.	2009	<i>Year 11 Economics 2010</i>	Tim Riley Publications	Dee Why

Riley, T 2009, *Year 11 Economics 2010*, Tim Riley Publications, Dee Why.

Webpage – Owner or Writer of Site, Title of Page, Year Published, Date Viewed, URL

Owner or Writer of Site	Year of Publication	Title of Page (in italics)	Date viewed	URL
The World Bank	2015	<i>Country at a Glance-China</i>	20 February, 2015	http://www.worldbank.org/en/country/china

The World Bank 2015, *Country at a Glance- China*, viewed 20 February, 2015, <http://www.worldbank.org/en/country/china>

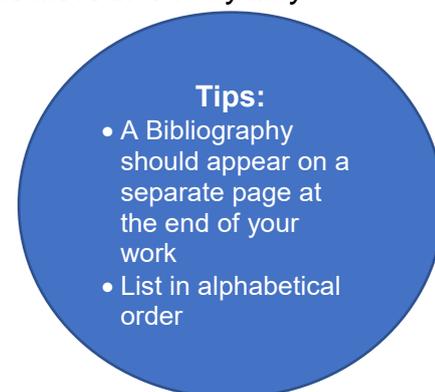
Newspaper article

Author surname, initial	Year of Publication	Title of Article	Newspaper name (italics)	Date Published	Page Number
Pascoe, M.	2015	Australians ...	<i>The Sydney Morning Herald</i>	February 20, 2015,	p.20

Pascoe, M 2015, 'Australians looking cheap as offshore bargain hunters move in' *The Sydney Morning Herald*, February 20, 2015, p.20.

YouTube Video

- title (if part of an ongoing series, list the episode title first, then the series name)
- year of recording
- format
- publisher/distributor
- place of recording
- date of recording (if applicable)



Fashion tales – Melbourne 2009, video, Channel 9 News Melbourne, 12 March, viewed 3 September 2011, http://www.youtube.com/watch?v=sLWfRzgo_4&NR=1

Key Word Definitions

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analyse/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

Year 8 Assessment Schedule Summary 2021

*Personal Development, Health and Physical Education – ongoing

Term 1	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	Mathematics
Week 8	Geography
Week 9	English, Technology
Week 10	Science

Term 2	
Week 1	
Week 2	
Week 3	
Week 4	Geography, Mathematics, Science
Week 5	English, Technology
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	English

Term 3	
Week 1	
Week 2	Mathematics
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	Mathematics
Week 8	English, Geography, Science
Week 9	Technology
Week 10	

Term 4	
Week 1	
Week 2	
Week 3	English
Week 4	Geography, Mathematics, Science, Technology
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	

English
 Stage 4 - Year 8
 Assessment Schedule 2021

Due Date	Task number	Topic(s)	Task Type	Weighting %
Term 1 Week 9	1	Voices	Short Answers & Extended Response	20%
Term 2 Week 5	2	Shakespeare's World	Short Answers	10%
Term 2 Week 10	3	Shakespeare's World	Annotation & Short Response	15%
Term 3 Week 8	4	Protest Poetry	Group Presentation 10% (Live / Recorded) Individual Reflection 20%	30%
Term 4 Week 3	5	Fusion	Creative Task	25%
Total				100%

Mathematics
 Stage 4 - Year 8
 Assessment Schedule 2021

Due Date	Task number	Topic(s)	Task Type	Weighting %
Term 1 Week 7	1 (AT1)	Algebra Percentages	Written Examination (Open Page)	20%
Term 2 Week 4	2 (AT2)	Percentages Pythagoras Equations	Written Examination (Open Page)	20%
Term 3 Week 2	3 (AT3)	Equations Measurement Probability	Written Examination (Open Page)	20%
Term 3 Week 7	4 (AT4)	Measurement	Take Home Assignment	20%
Term 4 Week 4	5 (AT5)	Coordinate Geometry Ratios/rates Statistics	Written Examination (Open Page)	20%
Mathletics \$11.00			Total	100%

Science
 Stage 4 - Year 8
 Assessment Schedule 2021

Due Date	Task Number	Topics	Task Type	Weighting %
Term 1 Week 10	1	Living Machines	Student Research Project	20%
Term 2 Week 4	2	Living Machines and Transformers	Mid-Course Examination	25%
Term 3 Week 8	3	Rock My World Ready Steady React Transformers	Process & Practical	20%
Term 4 Week 4	4	Rock My World Ready Steady React Caught in the Web	Final Examination	35%
Total				100%

Geography
 Stage 4 – Year 8
 Assessment Schedule 2021

Due Date	Task Number	Topics	Task Type	Weighting %
Term 1 Week 8	1	Water in the World	Research Report	30%
Term 2 Week 4	2	Place and Liveability Geographical Skills	Mid-Course Examination	20%
Term 3 Week 8	3	Landscapes and Landforms	Research and In class response	30%
Term 4 Week 4	4	Interconnections Geographical Skills	Final Examination	20%
Total				100%

Technology
 Stage 4 - Year 8
 Assessment Schedule 2021

Due Date	Task number	Topic(s)	Task Type	Weighting %
Term 1 Week 9	1	Unit 1	Practical 20% Folio 10%	30%
Term 2 Week 5	2	Unit 2	Practical 15% Folio 5%	20%
Term 3 Week 9	3	Unit 3	Practical 20% Folio 10%	30%
Term 4 Week 4	4	Unit 4	Practical 15% Folio 5%	20%
Fees:\$160.00			Total	100%

Personal Development, Health and Physical Education
 Stage 4 - Year 8
 Assessment Schedule 2021

Due Date	Task number	Topic(s)	Task Type	Weighting %
Semester 1	Ongoing tasks throughout the year	Don't be Mean Behind the Screen Let's Get Physical	Portfolio (ongoing)	Theory 50% Practical 50%
		Performance and Participation in 3 Practical Units	Practical / Participation	
Semester 2		You've Got a Friend in Me Risky Business	Portfolio (ongoing)	
		Performance and Participation in 4 Practical Units	Practical / Participation	
Fees: \$12.00			Total	100%

Year 8 Electives



Skills assessed
COLLABORATE with others in online and face-to-face environments on a common goal
ENGAGE with real-world issues, opportunities, challenges and problems
COMMUNICATE and convey ideas using a range of communication modes and tools for a variety of different forums
INNOVATE and create new ideas, services, products and solutions for situations and audiences/users
LEAD and self-regulate learning by thinking critically to plan, monitor and assess work

CSI: Crime Scene Investigation \$30.00

Ever wanted to solve crimes? Interested in how the detectives use forensic science and logic to solve crimes? This course will help build your communication, collaboration and creative thinking skills by examining crime scenes, handwriting analysis, fingerprint dusting and classification, lie detectors, DNA analysis, iris recognition and facial recognition. Students will explore an area of CSI on a deeper level producing a project of their choice.

Food Lovers \$40.00

Is food your life?

This elective explores how food impacts the world we live in. You will investigate foods from different parts of the world, what makes a food product popular, the impact of food on the environment and the role food plays in your life by creating your own food related product. For example, you could build a vegetable garden, grow your own veggies and use the ingredients to cook a delicious family meal, create a youtube account on how to cook easy nutritious meals and/or create a cookbook that celebrates different cultural backgrounds in the school.

Football 101 \$10.00

Have you ever asked yourself why is Football my sport?

This elective will allow you to explore the world game by choosing an area that you feel passionate about. You will be able to dive into the world of coaching, refereeing, playing, injury prevention, analysis of statistics, commentary, ball or boot design, or wherever your interests lie. The possibilities are endless and just like every Liverpool FC supporter or park footballer out there, everyone is able to dream.

Just Desserts \$40.00

Do you want to bake like a professional? Are you creative in the kitchen? Can you decorate desserts like a pastry chef? Then *'Just Desserts'* is *just* the course for you!

Everyone loves to celebrate occasions with dessert. Do you have the skills to create your next sweet sensation? We do, and would love to help you learn those skills. Learn the basic skills of making cupcakes, cookies, brownies, biscuits and much more.

You will have the opportunity to showcase your skills and creativity to your peers, teachers and parents at the end of the semester for the 'Great Cecil Bake Off'.

One more thing... Why did the baker cross the road? He had muffin' else to do!

LegoBotics \$30.00

Do you like playing with Lego?
Are you interested in programming a ROBOT?
Then this is the course for you!

Legobotics is where you will learn to build, program, and command your own LEGO robots. During the course will be able to take control of robots that drive, turn, slither, walk slam and spin (just to name a few of the many things you may learn in this course!)

Making Beats \$20.00

Use software, launchpads and instruments to create Music and beats.
You will create multiple songs that can be rapped or sung over and record sounds in many different ways to produce a CD of your music.

You will learn about:

- DAW (Recording) Software
- Mixing Desks
- Sound Cards
- Microphones
- Soldering Cables/Leads
- Effects

Mind Your Own Business \$10.00

Do you have what it takes to open a successful pop up shop?

This course will teach you how to set up and run a business. You will be given an opportunity to sell your product and attract customers within Cecil Hills High School. You get to plan, design, make and sell your product with your team. This is a great way to shine and showcase your business skills.

Are you up for the challenge?

Psychology

In this elective we would like to gather a group of individuals who care about the mental health of themselves and others to design a project which would work to better the mental health of Cecil Hills High School as a whole. To help us come up with ideas we will explore current approaches for helping people manage their mental health and spend time talking and learning from counsellors and community groups who work with teens. If this is you, please join us, we would love to have you help us make Cecil Hills a more positive mental space.

School of Rock \$20.00

Are you interested in being part of a live showcase?

School of Rock gives you the opportunity to be a part of a creative team to put together a live showcase to remember! It allows you to explore various roles around organising a live concert!

This course includes various opportunities to engage in exploring job roles involved in putting on a gig, co-ordinating and exploring how to promote events, creating a stage set and design, showcase your talent on a musical instrument and/ or performing in front of an audience.

School of Rock offers you the opportunity to:

- Develop leadership skills
- Be part of a team
- Explore event coordinating
- Improve your communication skills
- Showcase your talents on a music instrument
- Express yourself through performance
- Boost your self-confidence and have fun!

S.T.E.M

Science, Technology, Engineering, Mathematics.

The workforce of the future requires high levels of skills, responsible thinkers and creative thinkers. Incorporates mechatronics, artificial intelligence, cybersecurity, engineering, 3D computer-aided design and manufacturing, aerospace and motion modules. Most up to date technologies including 3D printers, virtual reality, drones, robotics and a range of intelligent systems.

Street Art! \$50.00 (Includes excursion)

Have you ever seen a mural or artwork on a wall and thought “WOW- Wish I could do that!”

Are you creative?

Do you like art?

Do you want to create something that makes someone else go WOW!

Learn how to sketch your own lettering designs, make stencils, use spray cans, design your own artworks and contribute to artworks around the school, as well as in our local community. Meet real Street Artists and learn from the very best.

You will gain once in a lifetime experiences and skills that are not only creative, but also key first hand opportunities to learn:

- Collaboration Skills
- Team building
- Leadership skills and strategies
- Creative problem solving
- Thinking outside the square
- Self-expression
- Communication skills
- Find your hidden talent and make new friends!

Here’s your chance to make everyone ask “WOW! Did you do that?!”

Survivor \$270.00 (includes camp)

Are you a survivor?

As part of a team you will **Outskill, OutSource and OutSmart** others.

You will have the opportunity to take your learning outdoors and beyond the Cecil Hills HS boundaries. Learning will be conducted through challenges in a fun and competitive group environment.

The final product of this elective is an overnight adventure in the great outdoors.

Experiencing your own adventure will include: high ropes, orienteering, outdoor cooking, first aid, camp skills and initiative games.

The key skills that you will learn in this elective can be utilised across all facets of life and include:

Teamwork, Resilience, Initiative, Taking Risks, Building Self-Esteem, Planning, Collaboration, Inclusivity, Trust, Communication, Time Management, Leadership, Critical Thinking, Budgeting, Problem Solving, Confidence Building, Decision Making, Self Reliance.

Don't limit your challenges, challenge your limits - be a Survivor.

That's Show Business

What you will learn in 2021:

- Audition skills
- How to build props
- How to create scripts
- Dance skills
- Acting skills
- How to write run sheets
- Musical Theatre skills
- Costume design and creation
- Stage hair and makeup
- Lighting design

Work with friends to design and create stage productions. Create sets and props. Explore famous musicals, theatre and even comedy shows.

Xhibit It! \$40.00

Do you like design, create and make?

Do you want to learn how to capture an audience's attention?

Would you like to learn how to organise and prepare for an exhibition?

Then come and get inspired with us!

Our exciting course will allow you to explore and develop your talents using a variety of materials such as clay, paint, digital media and more.

This course will make you realise your creative abilities and let you express yourself in a fun and inspiring environment.

Turn your ideas into reality and together we'



Cecil Hills High School

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cecilhills-h.school@det.nsw.edu.au

Date: _____

STUDENT ILLNESS, ACCIDENT OR MISADVENTURE APPEAL – YEARS 7 TO 10

Student's Name _____ Year _____

I hereby request a review in:

Course _____

Assessment task _____ Due Date _____

Reason(s) for appeal:

I have attached medical certificates from Doctor _____
(name of doctor)

This form is acknowledged and signed by Doctor _____
(signature) (date)

Medical Centre Stamp to be inserted where possible:

Date ____ / ____ / ____ Time _____ am/pm Name of Teacher _____

Signed _____ Date _____
(Student)

Signed _____ Date _____
(Parent/Guardian)

STUDENTS MUST HAND THE COMPLETED FORM, TOGETHER WITH CERTIFICATE AND/OR STATEMENTS TO THE HEAD TEACHER OF THE SUBJECT

School use only:

Comment by Head Teacher _____

Head Teacher's signature _____ Date _____

Entered on Sentral _____ (date) HT initial _____

Comment by Principal _____

Principal's signature _____

Date _____

**Completed form and certificate to supervising Deputy
Principal for filing.**

Completed form and certificate to supervising Deputy Principal for filing.

