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 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 a 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 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.