

St Joseph's College

Scheduled Assessment Task Variation

Name: _____ Homeroom: _____

Course Teacher: _____ Course: _____

HSC Course ☐ Preliminary Course ☐ Year 10 Course ☐

Nature of TASK: _____

Due Date of TASK: _____

ON COMPLETION, PLEASE HAND TO YOUR CLASS TEACHER

Student Declaration (circle the appropriate phrase)

- 1a. I **will not be / was not able to** complete the scheduled assessment task indicated above.
OR
- 1b. I was absent on the day prior to an assessment task.
- 2a. In the event of Illness/Misadventure, I **did / did not** notify the College prior or on the due date of my task via email or phone call of the inability to be at school to complete the task or to submit the task on time.
OR
- 2b. In the event of a known absence such as College Sport representation, TAFE attendance or another absence granted an Exemption from School by the Principal, I **have / have not** submitted this variation form as soon as the clash of events occurred.
3. **My reason is as follows:** (tick the appropriate reason)
- (a) I was sick and I couldn't attend school – **a doctor's certificate must validate this reason.**
 - (b) I was absent due to unplanned circumstances and a family member could not submit the task on my behalf.
 - (c) I will be representing the College at an approved College event OR attendance at TAFE.
4. **Attached is the necessary documented evidence:** (tick the appropriate evidence)
- (a) a parental letter explaining my absence submitted prior to the due date (submitted prior to the due date).
 - (b) a doctor's certificate substantiating the nature of my illness.
 - (c) a statement outlining the reason for my unplanned absence, witnessed by my parent/guardian.

Student signature: _____ Date: _____ / _____ / _____

Parent signature: _____ Date: _____ / _____ / _____

OR

Notification by: _____ Date: _____ / _____ / _____

ASSESSMENT REVIEW COMMITTEE RULING

In regard to this matter the following is to be arranged:

- (a) the task is to be submitted and accepted with no penalty by date: _____
- (b) the task is to be administered by the Course Teacher on date: _____
- (c) an extension of time with no penalty be granted by the Leader of Learning to date: _____
- (d) an estimated mark be authorised by the Principal at the end of the course.
- (e) a 25% penalty has been recorded on the task.
- (f) a 50% penalty has been recorded on the task.
- (g) a zero mark be recorded for this task by the Leader of Curriculum.

Leader of Learning: _____

Leader of Curriculum: _____

Date: _____ / _____ / _____