

**O'Connor Catholic College**  
**Special Consideration Protocols for Years 11 and 12**

1. Special Consideration is available for students if they have suffered an illness or misadventure prior to or at the time of the assessment.
2. Special Consideration may also be available to students if for some reason they know they will be absent on the due date of the assessment
3. Only the Leader of Learning (Curriculum), Assistant Principal or the Principal can process a Special Consideration application
4. Our Assessment policy contains the following clause; If students fail to submit a task or are absent on the due date and a Special Consideration form application is not lodged by students within a week of the original due date or is not approved, they will be issued with a N-Determination warning letter. Students will be expected to complete all course work provided.
5. To apply for a Special Consideration a student must:
  - a) Advise the class teacher of the need for special consideration
  - b) See/notify the Leader of Learning (Curriculum) that they wish to apply for Special Consideration and obtain a form
  - c) obtain and provide independent evidence to validate the Special Consideration application: ie Medical Certificate, evidence of travel, work placement forms etc. This must be provided at the time of submitting the form.**
  - d) Provide written notification from a parent/Guardian if they know they will be absent on the due date at least 1 week in advance or in the event of an unknown circumstance such as a death in the family, as early as possible.
6. Once a Special Consideration application has been received the Leader of Learning (Curriculum) will;
  - a) Validate the evidence supplied
  - b) Communicate with the subject teacher/s and student if the application has been successful
  - c) Make a recommendation as to the outcome of the application in consultation with the subject teacher/s and when necessary the student
  - d) Make copies of the completed application for the subject teacher and student and maintain a record of all applications for the academic Year
  - e) Keep a data base of Special Consideration for Years 11 and 12 and provide information for the purpose of issuing RoSA grades for Year 11 and the Final assessment mark and rank for Year 12
7. For school based exams the following will apply:
  - a) In the case of exams the students will complete all exams at the next convenient date determined by the Leader of Learning (Curriculum), subject teacher and student/parents. If a student is absent from a school based exam the student will complete the exam after the class group rather than before if possible. The form is to be used for students that are ill during an exam if they tell the supervising teacher immediately and evidence can be supported by the supervising teacher.

8. For the HSC Exams the following is provided by NESAs;
- a) If you become ill or suffer an accident that affects your exam performance, you should submit an illness/misadventure application form (available online) through the Principal and notify the Presiding Officer when entering the exam or as soon as possible.
  - b) It is important that you attend the exams where possible even if you believe your performance in the exam will be affected. If you cannot attend an exam because of illness or misadventure, notify your school principal immediately. You should never risk harm in order to attend an exam, or attend an exam against medical advice.
  - c) You must obtain documentary evidence generally on the day of the exam to support your illness/misadventure application. If you did not sit the exam this evidence must indicate why you were unable to attend.

**Tell someone immediately if you are ill or have a misadventure**

- and can't attend an exam, tell your Principal immediately
- before the exam but you can still attend, tell the Presiding Officer when you arrive
- during an exam and it may have affected your performance, tell the Presiding Officer immediately.

If you miss an entire exam and we decline your illness/misadventure application, you will receive no result for that course and it won't appear on your NESAs record. This could mean you are no longer eligible for your HSC or ATAR

**FAQ**

What will happen if my application has been approved?

There are 4 alternatives

- a) Students mark will stand but consideration should be given in calculating final mark and rank.
- b) An alternate task will be provided
- c) Student is to complete the task or the task is to be submitted on an alternate date
- d) An estimate mark will be provided

**CHECKLIST**

- Have you completed the appropriate Special Consideration form correctly
- Have you attached/provided evidence to support this application



**O'CONNOR**  
CATHOLIC COLLEGE

**Year 11 Assessment Task  
Special Consideration Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subject and Teacher concerned: \_\_\_\_\_

Due Date of Task: \_\_\_\_\_

Nature of Task: \_\_\_\_\_

Has the task been completed?      Yes      No

Reason for special consideration: \_\_\_\_\_

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(Please attach appropriate evidence, eg. Medical certificate)

Special Consideration:      GRANTED/NOT GRANTED

Curriculum Co-ordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Students mark will stand but consideration should be given in calculating final mark and rank.
- An alternate task will be provided
- Student is to complete the task or the task is to be submitted on the following date: \_\_\_\_\_
- An estimated mark will be provided

Cc Subject Teacher, Student, KLA Coordinator