



INGHAM STATE HIGH SCHOOL

SPECIAL PROVISIONS VARIATION TO ASSESSMENT

PART A	TO BE COMPLETED BY THE STUDENT AND PARENT/GUARDIAN	
STUDENT NAME		
FORM CLASS		TEACHER
SUBJECT		
ORIGINAL DATE DUE		
VARIATION REQUESTED AND REASON <small>(ATTACH DOCTOR'S CERTIFICATE IF RELEVANT)</small>		
STUDENT'S SIGNATURE		
PARENT/GUARDIAN'S SIGNATURE		
PART B	RECOMMENDED ACTION BY CLASSROOM TEACHER <input type="checkbox"/> YES <input type="checkbox"/> NO	
	TEACHER'S SIGNATURE	DATE
PART C	DECISION BY HEAD OF DEPARTMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
	HOD's SIGNATURE	DATE
PART D REASON FOR APPEAL	IF STUDENT/PARENT/GUARDIAN/TEACHER IS NOT SATISFIED WITH THE OUTCOME, AN APPEAL MAY BE MADE TO THE PRINCIPAL	
	SIGNATURE	DATE

SPECIAL PROVISIONS VARIATION TO ASSESSMENT PROCESS

Our aim is to make reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students.

1 INTRODUCTION

The Special provisions Variation to Assessment process and form have been developed to ensure fairness to all students in meeting subject assessment requirements.

2 RATIONALE

There may be circumstances that could impact on students submitting assessment on or before the due date or for being absent from an examination. The range of legitimate reasons can be found in the school's Assessment Policy.

3 PROCESS

If students know they will be absent in advance (eg family holiday, sporting event) they should complete the Special Provisions Variation to Assessment form to ensure that arrangements are completed before the due date or examination time. If a situation occurs suddenly then the form should be completed immediately on return to school.

4 CONSEQUENCES

Students who fail to comply with this process and fail to submit work or turn up for assessment items will not be rated for the particular assessment item. This will be recorded as a Non-Submission by the due date on the student's profile.

This is an open and fair system which gives an opportunity for due consideration in any particular circumstance. I urge all students to organise themselves to complete their work on or before the due date including drafts. However, if circumstances are such that this cannot be done, I suggest you use the Special Provisions Variation to Assessment process.

Regards

Justin Kuskie
Principal