

Murgon State High School



Illness & Misadventure Process for Internal Assessments

If a student is ill or is involved in an unforeseen event beyond the students control and is therefore unable to attend school for internal assessment the following process applies:

Junior (7-9) Process

Please Note: reasons for extension requests in junior school may include personal illness, compassionate emerginant situations, bereavment or unforeseen misadventure. The final approval will be made by the appropriate HOD. Cicumstances such as planned holiday will not receive approval of an extension request, instead will need to be completed prior to the due date.

Student discusses worthiness of an extension with their teacher.	
If the teacher recommends an extension, both student and	
parent/guardian completes the Extension Request, form (located on	
the bottom of all junior assessment coversheets).	
Student arranges a meeting with the appropriate HOD to discuss the	
extension request.	
HOD contacts teacher and parent/guardian to clarify and discuss the	
information	
HOD approves/disapproves the extension request based on each	
individual case and the evidence provided	

Senior (10-12) Process

Inform the appropriate Deputy Principal (Middle/Senior Schooling) as soon as practical Non-Medical Medical Complete Part A & C of the Confidential Medical Report Written evidence from a relevant (available from school or via QCAA independent professional or other independent third party, such as a website) and return to the appropriate Deputy Principal within police report. 5 days. School uses report to inform a decision around possible completion of internal assessment. Depending on the evidence provided and the schools decision, the student may be granted an extension for an assignment or be allowed to sit a comparable exam when illness and misadventure is established.