



ST CLARE'S HIGH SCHOOL

HSC School-Based Assessment Variation Form

Student Details	
Name:	
Name of Course:	
Assessment Task Number and Name:	
Due Date:	
Date and Time of Submission:	
Relevant Documentation Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please return this form to Assistant Principal Learning and Teaching via email:

theresa.avery@mn.catholic.edu.au

Instructions: Tick the relevant box. Please attach the relevant evidence to this documentation. Please note that a Medical Certificate is required for all cases of illness.

UNFORESEEN ABSENCE FROM TASK – Illness Misadventure – On the day of a task.
This form must be submitted the **day following the task or the first day upon return to school.**

ILLNESS/MISADVENTURE during an in-class – HSC School Based Assessment Task.
This form must be submitted the **day following the task or the first day upon return to school.**

FORESEEN ABSENCE prior to an in-class HSC School Based Assessment Task.
This form must be submitted **at least THREE DAYS prior** to the HSC School Based Assessment Task.

EXTENSION REQUEST for task submission/completion.
This form must be submitted **one week prior** to the due date of HSC School Based Assessment Task.

ILLNESS/MISADVENTURE prior to a task – Unforeseen circumstances just prior to a task.
This form must be submitted **prior to, or on the day of the task.**

Description	Penalty
HSC School-Based Assessment Task/Examination submitted/completed late.	Zero Mark for task
Non-completion of an HSC School-Based Assessment Task/Examination with no valid reason and/or supporting evidence	Zero Mark for the task and a Non-Completion (N) letter will be issued.
Malpractice or non-compliance to HSC School-Based Assessment rules and procedures.	Zero Mark for the task and a Non-Completion (N) letter will be issued or alternate penalty applied.

Please provide details for your Assessment Variation:

Student Signature: _____

Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____