



## MISADVENTURE PROCESS

Student is absent on day of Assessment task. Student notifies Leader of Learning and gets a medical certificate covering all days student is absent from school.



On students FIRST day back at school, the student brings completed illness / misadventure form to Leader of Studies. The Leader of Studies will acknowledge receipt of form on date and sight medical certificate which will be attached. The Leader of Studies enters misadventure on the register.



Student takes form from Leader of Studies and takes signed form to KLA Leader of Learning.



The KLA Leader of Learning will accept hand in task or arrange time to complete examination on that first day back at school regardless of whether or not student has subject.



Once task has been completed, the KLA Leader of Learning scans misadventure form and Medical Certificate and uploads to COMPASS in Chronicle Entry tagging the Leader of Studies in the entry and takes the original form to student files.

### NOTES:

1. IF No Medical Certificate is supplied, then students will receive 30% deduction in marks for first day and 100% deduction in marks for second day.
2. If student is absent for more days than that of the day of Assessment task, then the Medical certificate MUST cover all days absent from school.
3. If Student returns to school with a medical certificate and does not submit form on FIRST day back at school, then 30% deduction in marks will occur on the first day and 100% deduction in marks will occur from second day onwards.
4. If Student sees Leader of Studies on FIRST day back at school and does not see KLA Leader of Learning on FIRST day back then 30% deduction in marks will occur on the first day and 100% deduction in marks will occur from second day onwards.
5. If Leader of Studies is absent, go directly to AP Teaching and Learning.
6. If AP Teaching and Learning is absent, go to KLA LoL.