



## 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 returns signed form to curriculum office.



Curriculum office completes compass entry and uploads scanned documentation.

### NOTES:

1. IF No Medical Certificate is supplied, then students will not be granted misadventure and a grade of N/A or a mark of zero will be awarded..
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 the student is seen to have not submitted the task.
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 to arrange a time to complete the task, then the student is seen to have not submitted the task.
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.