Formal Assessment: Absence–Illness–Misadventure (AIM) Form

This form is to be used when a student is absent for a formal assessment task or unable to submit a task by its due date or time due to illness, misadventure, approved Principal leave or approved involvement in a College event. Where absences are foreseen, the form must be submitted prior to the due date of the task. For unforeseen absences it is to be submitted within two days of the student returning to the College, accompanied by supporting documentation (where applicable).

Student name:			
Year group:			
Subject:			
Teacher:			
Task requiring consideration:	▪ Task number: ……. ▪ Task description: ……		
Date task is / was due:	……. / ……. / …….	Date task was issued:	……. / ……. / …….
Date(s) absent from school:	……. / ……. / ……. to ……. / ……. / …….		
Reason for this absence:	☐ Illness ☐ Misadventure ☐ Principal leave ☐ College event ☐ Other		
Specific details / evidence for this absence: (attach any supporting documents to this form, e.g. medical certificate)			
……			
……			
……			
Has the task been completed / submitted?	☐ Yes ☐ No		

……
Student signature

……
Parent / Caregiver signature

Please return this form to staff in DM8 and ensure all sections above have been completed before submitting.

College use only

Received stamp

Date received: ……. / ……. / …….

Coordinator of Teaching and Learning decision

The student's reason for being absent from sitting / submitting this assessment task has been deemed:

☐ Justified ☐ Unjustified

As a result, the action to be taken is as follows:

……

……

……

……
Coordinator of Teaching and Learning signature

……. / ……. / …….
Date

Copies of completed form to:

☐ Student (collects from DM8) ☐ KLA Leader ☐ AIMS database ☐ Subject teacher ☐ Coordinator of T & L (original)