Assessment task not completed / not submitted by due date or performance in task has been affected.

Due to an unexpected absence or unforeseen reason.

Notify the College on the due date:
• Phone College on 9977 5111.
• Email the subject teacher, KLA Leader and/or Coordinator of Teaching and Learning.

AIM Form must be submitted within 2 days of student returning to school:
• Provide relevant documentation.
• Discuss with teacher, KLA Leader and/or Coordinator of Teaching and Learning.

AIM Form processed by College staff and decision made.

AIM Form application approved.

Student notified of outcome of AIM Form decision.

Student must still complete or submit the assessment task by the revised due date on the AIM Form.

AIM Form application denied.

Student notified of outcome of AIM Form decision.

Student issued a Friday Academic Detention to complete the task.
• Years 9-12 students also issued an official BOSTES warning letter.

Student may appeal decision by formally writing to the Coordinator of Teaching and Learning with valid reasons.

Student will receive a zero mark for task.
• Student must still complete or submit the assessment task by the revised due date on the AIM Form.
• Years 9-12 students must comply with instructions and requirements detailed in the official warning letter.