



Year 12 HSC Misadventure Claim Form (Including School Sanctioned Events)

This form is used by Port Hacking High School to confirm and evaluate the impact on the student's functioning in OR their ability to attend an assessment task or exam.

Students should attend all assessment tasks or exam. Students who experience unforeseen misadventure are advised to gather independent evidence either before or immediately after an exam.

Independent Evidence can be provided by submitting:

1. **Official documentation** eg. Death notice or death certificate, insurance report that provides all relevant information, a police report, hospital admission papers for a relative.
2. **Independent witness statement**

Independent witness statement of misadventure should be completed by a relevant person such as a police officer, fire brigade, roadside assistance etc.

- They should not be related to the student or have a relationship that could be seen as a conflict of interest.
- Only one person should complete this form. If multiple people need to contribute information, each one should complete a separate form.
- Port Hacking High School will not accept this form if anyone other than the signatory has written on it.
- Providing false or fraudulent information, including editing or adding to the witness's comments, is a breach of the school's code of conduct and may be deemed malpractice. A penalty affecting student's HSC results may be imposed.
- The student has given permission for a member of the Port Hacking High School senior executive to obtain further information relating to the application from anyone completing this form.

Please note that any fee for providing this report is the responsibility of the student.

INSTRUCTIONS: Please provide details of the official documentation **and/or** the independent witness statement.

OFFICIAL DOCUMENTATION

Student's name	
Date of misadventure (or school sanctioned event)?	
Describe details of the misadventure (or school sanctioned event)?	
Describe the official documentation you are supplying to support your claim to an unforeseen misadventure.	

Please describe **how** this misadventure will or has **affected your exam or assessment task performance OR your ability to attend** an assessment task or exam.

For school sanctioned events, please outline the event and have this section signed by the organising or approving staff member.

INDEPENDENT WITNESS STATEMENT

Student's name	
Date of misadventure?	
Are you known to the student?	YES / NO
If YES, what is the nature of the relationship?	
Were you a witness to the event?	YES / NO
If NO, how did you obtain the evidence you are providing?	

Independent evidence of misadventure should be completed by a relevant person such as a police officer, fire brigade, roadside assistance.

Details of person who completed this witness statement
 PLEASE NOTE: Do not sign this form if anyone other than you has written on it.

Name:

Profession:

Place of work/organisation:

Telephone:

Signature:

Date: