

Australian Islamic College of Sydney

Illness, Misadventure and Special Circumstances (IMASC) Policy



Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years.

POLICY DATES

Implemented	March 2023	Reviewed	January 2024 November 2024 December 2025
Next Review Due		January 2027	
POLICY OWNER		POLICY APPROVER	
Mohammed Riaaz Ali PRINCIPAL		AICS Board	

The following procedure is the AICS Catch Up Exam/Assessment process for secondary students who miss an exam or assignment due to an illness or misadventure.

A Medical Certificate or Statutory Declaration must be provided when applying for a Catch-Up Exam/ Assessment and must be submitted with the (Illness, Misadventure and Special Circumstances) IMASC Application form. The IMASC Form will not be considered if no supporting document is attached. Failing to provide a medical certificate or Statutory declaration or if the reason is not approved by the school, this will result in a mark of zero for the missed exam/assessment.

If a student is absent due to illness, a **medical certificate** must be provided on the first day back from absence to the Head of Secondary School (Academic).

If a student is absent due to misadventure, a **Statutory Declaration** signed by a JP must be provided on the first day back from absence to the Head of Secondary School (Academic).

1. The application form “**Illness, Misadventure and Special Circumstances (IMASC)**” must be completed by the student (this form can be found on the school website or collected from the Head of Secondary School (Academic)).

2. The student will be notified of the catch-up exam/assessment. The student may have to do multiple catch up exams/assessments per day.

3. **Only** the first two (2) school days will be allocated straight after the last day of the actual exam for students to do the catch-up exam.

4. Any student who misses out on the catch-up exam timeframe will be dealt with by the Head of Secondary School(Academic) on a case by case basis and the Principal’s decision will be final and binding.

5. The school will call a parent meeting if a student has multiple IMASC applications for exams and a decision will be made by the school representative in that meeting regarding the outcome of the missed exams. The Principal will decide regardless of whether the parent(s) attends or does not attend the meeting and will inform the decision to the parent(s).

6. Unauthorised/unapproved travel leave will not be considered as an excuse.

7. Since students get at least two weeks’ notice for assignments, no IMASC applications will be accepted.

8. If a student submits an assignment late, he/she will lose 20% each day it is late. For example, if a student submits an assignment 3 days late then that student will lose 60% out of the students achieved mark.

9. If a student is absent on the day an assignment is due, he/she must submit the assignment online and if there is any physical component of the assignment (such as models) then only the physical component can be submitted on the first day back at school. The student must also submit a medical certificate on the same day.

10. Students having social/emotional conditions around doing examinations do not qualify for IMASC applications as special provisions can be made for these students during examination time.