

# SPECIAL CONSIDERATION APPLICATION FORM



## INSTRUCTIONS

For your Special Consideration application to be assessed you must:

1. Complete all fields in the sections below.
2. Attach a personal statement outlining the reason for your request.
3. Supply supporting documentary evidence.
4. Submit these documents to Student Support Officer in person at the Campus at 41 McLaren St, NORTH SYDNEY NSW 2060 or via email according to the deadlines for lodging special consideration.

Additional information to assist you in completing this information can be found on Page 2 of this form.

## PERSONAL DETAILS

Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			

## EXAM(S)/ASSESSMENT(S) FOR WHICH YOU ARE SEEKING SPECIAL CONSIDERATION

Course Code and Name	Assessment Type (exam/assignment/quiz)	Assessment Submission or Exam Date	Did/will you submit your assessment or attend the exam on the scheduled date?	
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
			YES <input type="checkbox"/>	NO <input type="checkbox"/>

I understand the requirement for this application and will submit:

- This application form;
- My personal statement;
- Supporting documentary evidence.

Student Signature:	Date:
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## SPECIAL CONSIDERATION – INFORMATION FOR APPLICANTS

### What is Special Consideration?

If you have attended your exam or submitted your assessment by the submission date, and your performance was affected due to circumstances which were beyond your control, then you may be eligible to apply for Special Consideration.

Special Consideration means that your circumstances may be considered when your exam/assessment is marked and is worth a maximum of additional 5% of the total mark.

If you did not attend the exam due to your situation, then you should apply for a Special Exam (a deferred or re-sit exam).

- ✓ Arriving late to your exam because you misread your exam timetable is not grounds for Special Consideration.
- ✓ Sitting consecutive exams is not an enough reason for Special Consideration.
- ✓ You may only apply for either Special Consideration or a Special Exam/Special Extension of Time for each assessment item.

If you have not/will not be able to submit your assessment by the submission date you may consider requesting an extension. Please refer to your assignment extension information for more details on this process.

### What supporting evidence will I need?

All applications must include written supporting documentary evidence provided by an external source, and a personal statement explaining your situation. These must be submitted with your application or it will not be considered.

Medical certificates must include the following:

- ✓ The date you consulted your doctor.
- ✓ The effect your medical condition had on your academic performance.
- ✓ The length of time your medical condition effected your assessment performance/completion.
- ✓ We do not require specific information on the nature of your medical condition.

### Other types of supporting evidence include:

- ✓ A supporting letter from a relevant health professional, a minister of religion or a Police Report.
- ✓ A statement from the NRMA, RACV, RACQ etc.
- ✓ In exceptional circumstances the Institute will accept a formal Statutory Declaration signed by a Justice of the Peace.

### When must I apply – is there an Application Deadline?

- ✓ Applications must be received by Student Support Manager no later than five (5) working days after your final exam for the semester.
- ✓ Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission.
- ✓ Applications may be rejected if they are late, so it is important to get your application in on time.

### Where do I submit my application?

- ✓ At reception with the Student Support Officer (this is the preferred method for submitting your application). Please ensure to attach your supporting documentation and personal statement. Alternate methods of submitting your application, Post to 41 McLaren St, NORTH SYDNEY 2060 NSW attention to Student Support Officer.

### How will I know the outcome of my application?

- ✓ You will be notified via your email of the outcome of your application. If approved, your grade when released will be inclusive of any consideration. If after consideration is applied, you still do not achieve a passing mark, the Program Director or delegate may use their discretion to approve a Special Examination for you, which is a chance to re-sit the exam in the following examination period.