

# Special Consideration application form (end-of-semester exam/assessment task)

version 1/09

This form is to be used by current students applying for special consideration for performance in the final piece of a unit's assessment, such as a formal end-of-semester exam or assignment.

**Before filling in this form, check the end-of-semester special consideration procedures of your course managing faculty. See "Faculty-specific requirements and lodgement details" below.**

**For an ongoing illness, please contact the Disability Liaison Unit (DLU) for assistance** - students with disabilities, chronic medical conditions and short term injuries can request alternative arrangements for academic assessments under the separate Alternative Arrangements for Assessment policy.

### Eligibility

A student who is unfit to attend or complete an end-of-semester examination or other end-of-semester assessment due to acute illness or other exceptional cause beyond their control may apply for special consideration.

The accepted causes are:

- **acute illness** - eg hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illness such as a mild cold.
- **loss or bereavement** – eg death of close family member, family relationship breakdown.
- **hardship/trauma** - eg victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.

Special consideration can also apply to:

- students demonstrating relevant obligations to military or jury service or service to emergency services such as the Country Fire Authority, and
- elite athletes registered with Monash Sport's athlete support program participating in a key event.

### Closing Dates

**Early applications:** Students who lodge a completed application with supporting documentation no later than five University working days before the day of the examination for which special consideration is sought will receive early notification of the outcome (refer to: What Happens Next).

**Other applications:** Submit your application no later than two University working days after your last exam for this semester or no later than two University working days after the due date of the end-of-semester assessment task. In exceptional circumstances, students should consult the Faculty before submitting an application.

**Note: Students who complete the final examination/assessment task will not be eligible for special consideration.**

### Faculty-specific requirements and lodgement details

For information specific to your Faculty's requirements and details on where to lodge this form you must refer to: <http://www.monash.edu.au/exams/special-consideration.html>

### Supporting Documentation

Supporting documentation must be provided and can include one or more of the following:

- evidence provided by medical practitioners. Medical certificates must state that the student was unfit to sit the examination on the relevant date or complete work for assessment on or before the relevant date.
- evidence provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists. Such certificates must state that the student was unable or unfit to sit the examination on the relevant date or complete work for assessment on or before the relevant date.

- death notice or certificate;
- a police report;
- notification including the start and finish dates of:
  - \* Defence Reserve Service from the Defence Reservist's Military Unit;
  - \* jury service from the Juries Commissioner's Office;
  - \* obligations to emergency services, from organisations such as the Country Fire Authority;
  - \* notification of participation in a key sporting event from Monash Sport's elite athlete support program;
- statutory declarations from students or relevant people.

Note: Access to sensitive/confidential material in these applications is limited to designated University personnel. Where a student has applied for special consideration in more than one semester, the Faculty is entitled to seek from the student the details of specific conditions suffered.

### What Happens Next

Your application will be assessed by the teaching department/faculty, which will ensure that any appropriate action is taken. Your request for special consideration will be determined by the relevant Board of Examiners. **A mark adjustment will not be made under any circumstances.**

For early applications, you will be notified of the application outcome via your student email account at least 24 hours prior to the examination advising either:

- the application is successful and that you should attend the deferred exam only; or
- the application is unsuccessful and that you should attend the current scheduled exam.

For other applications, you will be notified of the application outcome via the Web Enrolment System for final exams or by your student email account for other end-of-semester assessment tasks.

### Privacy Statement

The information on this form is collected for the primary purpose of assessing applications for special consideration. Other purposes include: to decide the form of special consideration to be granted, monitor special consideration applications, send any necessary correspondence in relation to the application, and for the Board of Examiners to assess compliance with the special consideration policies and procedures. The information on this form may be retained by the University for the duration of your enrolment.

If you choose not to complete all the questions on this form, it is unlikely that the faculty will grant your application for special consideration. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9905 6011.

**RECEIVED**

Student ID:

Tracking Number: \_\_\_\_\_

**PERSONAL DETAILS**Student ID number 

Contact phone number: \_\_\_\_\_ Monash University email: \_\_\_\_\_

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

**COURSE DETAILS**Course Code  Course Title \_\_\_\_\_ Tick if External / Off-Campus Learning Home Campus: Berwick  Caulfield  Clayton  Gippsland  Peninsula  Parkville   
Sunway  South Africa **SPECIAL CONSIDERATION DETAILS**

Unit code	Semester/ Year	Unit Location	Date of Exam or Assessment Deadline	Name of Examiner/Lecturer/ Tutor

**PREVIOUS APPLICATIONS FOR SPECIAL CONSIDERATION**Have you ever applied for special consideration before? Yes  No  If yes, in what previous assessment period did you apply?Semester e.g. Sem 1 Year e.g. 2005 **Reason for applying for special consideration:** Please substantiate your claim - if insufficient space to outline your case, please attach additional page. Attach relevant documentation/evidence.Grounds for application (tick one box): Medical (attach registered practitioner certificate)  Personal  Other -----  
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If your application is on MEDICAL GROUNDS: a registered practitioner must provide a certificate stating that you were unfit to sit the examination or complete work for assessment on or before the relevant date. If no/inadequate supporting evidence is provided as to how your studies have been affected, we will be unlikely to grant your application.

**ALL APPLICANTS MUST COMPLETE THIS SECTION**I declare that the information provided by me is **true and complete**. I acknowledge that Monash University reserves the right to confirm the information provided and may vary or reverse any decision regarding special consideration on the basis of incorrect or incomplete information. I hereby give consent for the University to contact my treating practitioner and/or other person or organisation named in any supporting documentation to confirm/clarify the information provided and for the practitioner or other person/organisation to provide information relevant to my request for special consideration. I agree to provide a more specific consent to disclosure of the information should this be required by the organisation. **I also acknowledge that if I attend the final examination as scheduled after having been granted a deferred examination, my special consideration application will be deemed to be withdrawn.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

To be completed by the examiner or authorised alternate		Student administration office
Authorisation	Recommendation	
Unit Code <input type="text"/>	<input type="checkbox"/> Action recommended <input type="checkbox"/> deferred exam <input type="checkbox"/> other _____ (eg. additional assessment)  <input type="checkbox"/> No action recommended	Application Keyed
Board of Examiner nominee (name)		Date
Board of Examiner nominee Signature		Decision Keyed
Date		Date
Comments		