



APPLICATION FOR SPECIAL CONSIDERATION

WHEN TO USE THIS FORM

You must use this form to apply for Special Consideration where your participation in an assessment task or your academic performance has been significantly hampered by exceptional and unforeseen circumstances beyond your control. There are several circumstances where an application for consideration/adjustments is provided by another method. It is therefore important that you read and understand the 'GUIDELINES – SPECIAL CONSIDERATION' (pages 4 – 5) prior to completing this form.

Section A Personal details

Student ID

Family Name Given Name(s)

Course Title Campus

Telephone (Home) (Business) (Mobile)

ACU student email

Section B Special Consideration is sought for the following assessment tasks

Unit Code	Unit Title	Lecturer-in-Charge	Assessment Task*	Due Date

*eg School-based examination, in-class test, quiz, assignment, practical, class work, project, presentation

Section C Student statement

Please provide details of your reason/s for applying for Special Consideration (attach another page if required).

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I have attached the required documentary evidence. Yes

Section D Informed Consent

I declare the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic. I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result in a cancellation of my enrolment.

NOTE: The outcome of this application will be advised via your ACU student email address. It is your responsibility to regularly check this account.

Student's Signature:..... Date:/...../.....



APPLICATION FOR SPECIAL CONSIDERATION

Section E Professional Authority

This form is used by students to apply for Special Consideration for assessable work in studies at Australian Catholic University. Approval of such applications will only be granted to students who are legitimately disadvantaged in their assessment due to exceptional and unforeseen circumstances beyond their control. To enable an evaluation of the validity of the student's entitlement and to determine what action, if any, should be taken, the University requires that an assessment is provided on this form by a registered medical practitioner, psychologist, psychiatrist, dentist, physiotherapist or counsellor. In some circumstances this section can be completed by a Disability Adviser or counsellor employed by ACU (see further information on page 5).

1. Student details and authority

Student ID

Campus

Family Name First Name

I agree to Australian Catholic University requesting verification of the information provided on this certificate, if deemed necessary.

Student's Signature Date/...../.....

2. Professional Authority Certificate (to be completed by the attending practitioner)

Date of consultation/s (1)/...../..... (2)/...../.....

Please provide an evaluation of the severity, duration and effect of the relevant circumstances on the student's ability to study. For the purposes of this certificate, study means attend classes, attend professional experience placements, learn, retain knowledge and/or complete assessment tasks.

Severity	✓	From	To
Totally unable to study			
Very severely affected			
Moderately affected			
Slightly affected			
Unable to assess			

Additional comments

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.....

I authorise the University to contact me or my office to confirm the authenticity of this document.

Practitioner's name (please print)

Address

.....

Telephone Provider number

Signature Date/...../.....

Stamp



APPLICATION FOR SPECIAL CONSIDERATION

Section F Outcome of application (School use only)

A. The following adjustments to assessment tasks have been approved (specify the units/ assessment tasks, outcome and revised due dates)

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Signature Date...../...../.....
(Lecturer-in-Charge or Course Coordinator)

B. Withdrawn Without Academic Penalty (WW) grade approved for the following unit/s:

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(Unit code and name)

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(Unit code and name)

Signature Date...../...../.....
(Head of School) Note: When approving a WW grade this SC form and all supporting documents must be forwarded to the Enrolments Fees and Scholarships Section.

C. Adjustment/s not approved for the following reasons:

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ADMINISTRATIVE AND DISABILITY ADVISER USE ONLY

Date Received/...../..... Supporting Documentation Attached YES NO Student Advised of Outcome/...../..... Name Signature	Supporting Documentation is held by Disability Adviser (DA) on confidential file. LIC/CC/HOS is required to seek relevant confirmation from DA. Name DA Signature DA Signature LIC/CC/HOS
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GUIDELINES – APPLICATION FOR SPECIAL CONSIDERATION

You must read and understand these guidelines prior to completing and submitting the Application for Special Consideration (SC) form.

You should only apply for Special Consideration if your participation in an assessment task or your academic performance has been significantly hampered by exceptional and unforeseen circumstances beyond your control and where other processes (as outlined below) are not applicable or are no longer possible because of the timing and/or severity of the circumstance/s.

If you have a permanent disability and/or long term medical condition you should consult a Disability Adviser within the Equity and Disability Unit as soon as possible (preferably at the time of enrolment) to register for appropriate adjustments. The Disability Adviser will work with you to develop an Education Inclusion Plan (EIP) that sets out the necessary adjustments. Visit <http://students.acu.edu.au/371883> for further information. However, if the circumstances are relevant, this does not exclude you from applying for adjustment/s and/or Special Consideration, under the following criteria, additional to any adjustments approved in your EIP.

If you have a temporary medical condition or are/have been affected by exceptional and unforeseen circumstances you can apply for adjustments or Special Consideration according to the criteria and processes set out in the table below:

Criteria	Application	Submission to/when
Unable to attend or attempted but did not complete a scheduled 'central' examination/s (see details on DE form)	Application for Deferred Examination/s (DE) form DO NOT USE THE SC FORM	<ul style="list-style-type: none"> • Deferred Examination (DE) Form • Prior to or up to five working days after the relevant scheduled 'central' examination
Unable to attend or attempted but did not complete a scheduled 'deferred' examination/s	Application for Special Consideration (SC) form	<ul style="list-style-type: none"> • School Office • Prior to or up to five working days after the relevant scheduled 'deferred' examination
Unable to attend or attempted but did not complete a School-based examination/s	Application for Special Consideration (SC) form	<ul style="list-style-type: none"> • School Office • Prior to or up to five working days after the relevant scheduled examination
Completed a scheduled 'central' or School-based examination (would require extraordinary circumstances to warrant any consideration)	Application for Special Consideration (SC) form	<ul style="list-style-type: none"> • School Office • Within five working days after the relevant scheduled examination
Unable to submit an assessment task by due date	Application for Extension of time for an Assignment (EX) form DO NOT USE THE SC FORM	<ul style="list-style-type: none"> • Lecturer-in-Charge or School Office • Prior to the due date of the relevant assessment task
	Application for Special Consideration (SC) form	<ul style="list-style-type: none"> • School Office • Up to five working days after due date of the relevant assessment task
Unable to submit multiple assessment tasks (within the same study term) by due dates	Application for Special Consideration (SC) form	<ul style="list-style-type: none"> • School Office • Prior to or up to five working days after due date of the relevant assessment task
Affected by recent occurrence which has caused a temporary medical condition, requiring an adjustment for a 'central' examination/s (see details on SA form)	Application for Special Adjustment/s - Central Examinations (SA) form DO NOT USE THE SC FORM	<ul style="list-style-type: none"> • Special Adjustment/s – Central Examinations (SA) Form • 24 hours or more prior to scheduled examination/s
	Application for Deferred Examination/s (DE) form DO NOT USE THE SC FORM	<ul style="list-style-type: none"> • Deferred Examination (DE) Form • Less than 24 hours prior to and not more than five working days after scheduled examination/s
Affected by recent occurrence which has caused a temporary medical condition, requiring an adjustment for a School-based examination/s	Application for Special Consideration (SC) form	<ul style="list-style-type: none"> • School Office • Prior to or up to five working days after due date of the relevant examination/s

You must follow prescribed procedures in the application process, including relevant timelines and authorities and provide any required documentary evidence as outlined on the SC form or the other forms identified in the table above.

GROUNDS FOR SPECIAL CONSIDERATION

The following list provides some examples of circumstances which may constitute grounds for Special Consideration based on a serious illness and/or exceptional and unforeseen situation that hampers a student's ability to prepare for, or complete an assessment task. However, relevant circumstances are not restricted to those listed here and each application will be considered on its merit and on the relevant supporting documentation.

- A serious medical condition, psychiatric illness, severe depression and/or substance addiction.
- Ongoing serious family issues, including illness, abusive situations, socio-economic disadvantage.
- Death of a close relative or friend.
- Political unrest or disaster, which places family members in jeopardy in home country.
- An accident or trauma which may or may not also cause a temporary medical/mental condition.
- Activities covered by the Student Defence Reserves and Emergency Services Support Policy¹
- A combination of moderate problems.

The following list provides some examples of circumstances which **do not** constitute grounds for Special Consideration.

- Non-completion of a pre-requisite or co-requisite unit.
- Timetable clashes and/or misreading timetable.
- Heavy academic workload and/or professional experience requirements.
- Work or sporting commitments (students enrolled under the Elite Athlete Scheme will have relevant requirements previously authorised).
- Family commitments such as preparing for a wedding, party or event.
- Travel commitments.
- Any claim which are unsubstantiated by relevant supporting documentation.

REQUIRED EVIDENCE AND/OR SUPPORTING DOCUMENTATION

For health-related matters the Professional Authority Section of the SC form (Section E) must be completed by a qualified registered professional, such as a medical practitioner, psychologist, psychiatrist, dentist, physiotherapist or counsellor. If you are already registered with the ACU Disability Service, or you if you are seeking an adjustment to an examination due to a temporary medical condition, Section E can be completed by a Disability Adviser or counsellor employed by ACU.

For all other circumstances you must provide documentation that verifies the circumstances that may have caused disadvantage, eg a death notice or certificate, police report and, if relevant, why you were prevented from applying for adjustments by the due date of the assessment task. Attach any such documentation to the SC form and ensure you keep a photocopy of your completed application and documentation.

Any person who completes Section E of the SC form or provides or verifies supporting documentation must not be related to you.

If you do not wish the details of your personal circumstances to be disclosed on the SC form you may:

1. seek support from an ACU Counsellor who can assess your circumstances and complete Section E of the SC form, or
2. if disability related, contact an ACU Disability Adviser who will keep your statement and related documentation on your confidential file, in this instance you are not required to provide that information/documentation with the SC form.

TIMING AND SUBMISSION OF APPLICATION

Applications for Special Consideration should normally be submitted prior to or up to five working days after the relevant due date. Applications submitted after this date will only be considered in the most compelling of situations. Your application should be submitted to the School Office of the School responsible for the particular unit for which you are seeking Special Consideration. In cases where you are seeking consideration for multiple assessments, your application should be submitted to the School Office of the School responsible for your course.

ADVICE REGARDING THE OUTCOME OF APPLICATION

You will normally be advised of the outcome of your application within 10 working days of the date you submitted the SC form. Correspondence will be via an email to your ACU student email address. **It is therefore vital that you regularly check your student email account.**

It is also your responsibility to contact the relevant Lecturer/s in Charge to obtain further details of any alternative or additional assessment tasks that you may need to complete.

Contact the School Office if you do not receive notification of the outcome/s of your application within 10 working days of lodging the SC form.

¹ In the case of a Defence Reservist or Emergency Services personnel, written confirmation from the Defence Reserve or recognised Emergency Services organisation regarding the nature (compulsory or voluntary) and duration of the service or other activity is required.