



Application for SPECIAL CONSIDERATION IN ASSESSMENT

(Which includes Special Examination)

INSTRUCTIONS: Please read carefully before completing this application

1. The eligibility and procedure for special consideration is detailed in Student Assessment and Appeals Policy and Procedure, located on the University website: <http://www.swinburne.edu.au/corporate/registrar/ppd/docs/AssessmentandAppealsTAFE.pdf>
2. This application **must be lodged** with the relevant Teaching Department no later than 5pm on the third working day after the submission date for a piece of assessment/exam for which Special Consideration is claimed.
3. To be eligible for Special consideration (which includes Special Examination) a student must meet one of the following criteria below:
 - 3.1 At any time, a student's study during the academic year has to a significant degree been hampered by illness or other extraordinary cause; or
 - 3.2 A student has been prevented by illness or other extraordinary cause from preparing or presenting for all or part of a component of assessment such as assignments and examinations; or
 - 3.3 A student has been, to a significant degree, adversely affected by illness or other extraordinary cause during the performance of a component of assessment; and
 - 3.4 A student has met all other mandatory criteria necessary for successful completion of the subject (e.g. submitting all other mandatory assignments, etc).

The application will be considered on the basis of the evidence presented to support the case, provided that:

- The completed and signed application form is lodged no later than 5.00pm of the due date of the assessment; and
- The circumstances (illness or extraordinary cause) were reasonably beyond the student's control; and
- The circumstances (illness or extraordinary cause) significantly hampered the student's performance; and
- The appropriate supporting documentation is attached to the application and Section E has been signed and stamped by a Medical practitioner and/or Counsellor.

OTHER RELEVANT INFORMATION

If the student is unable to submit the form by the deadline, they must ensure that their teaching department Administration officer be so advised (by telephone, fax, email or in person)

An application made after the relevant date, or not on the approved form, may be lodged with the teaching department for evaluation by the Course coordinator/Teacher. In circumstances where the Course coordinator/Teacher is satisfied that it was not possible for the application to have been made on the prescribed form or on an earlier date, the application will be evaluated. It should be anticipated, however, that **late application will not normally be accepted.**

The Department will advise student of the outcome of this application within five (5) days of receipt of the application

| SECTION A | | Personal Details | |
|---------------|---------|------------------|--|
| STUDENT ID | | | |
| FAMILY NAME | | | |
| GIVEN NAMES | | | |
| ADDRESS | | | |
| SUBURB | | Postcode: | |
| PHONE | Mobile: | | |
| EMAIL ADDRESS | | | |

| SECTION B | | Course Enrolled in | |
|-------------|--------------|--------------------|--------------------|
| Course Code | Course Title | Course Start Date | Full- or Part-Time |
| | | | |
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