You may apply for Special Consideration if you experience serious misadventure or extenuating circumstances beyond your control. These circumstances must be of such a severe and/or grave nature that your capacity to complete your studies and academic work is adversely affected and you are either unable to perform in the examination at your usual standard or are unable sit or complete a deferred exam.

This application must be lodged at a Student Central before 5pm no later than the second working day after the date of your exam. If you have any problems meeting this deadline, please refer to the Special Consideration policy.

Lodgement of this application does not automatically result in granting Special Consideration in a Deferred Exam. More information about applying for Special Consideration is available at www.uws.edu.au/special_consideration. You can view full details of the Special Consideration policy at www.uws.edu.au/policies. Please complete this form in **BLACK INK** using **CAPITAL LETTERS**.

1 - PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Student ID number</th>
<th>Daytime contact phone number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Family name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Did you attempt the final deferred examination?  

- [ ] Yes  
- [ ] No

Do you have an Academic Integration Plan?  

- [ ] Yes  
- [ ] No

2 - EXAMINATION DETAILS

You must complete a separate form for each Final Deferred Examination Special Consideration application.

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Unit name</th>
<th>Campus</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

3 - REASON FOR APPLICATION

Appropriate documentation is required to verify claims made. You can view the supporting documentation reference list at www.uws.edu.au/special_consideration. Certificates and supporting documentation signed by family members will not be accepted. (Refer to clause 29 of the Special Consideration policy at www.uws.edu.au). See page 3 for factors which will not normally be considered.

- [ ] Medical condition or event
- [ ] Psychological trauma, impairment or incapacity arising from an event
- [ ] Physical trauma leading to impairment or incapacity resulting from an accident
- [ ] Financial hardship arising from substantial change to economic circumstances beyond your control
- [ ] Substantial change to routine employment arrangements or status beyond your control
- [ ] Substantial unanticipated change to routine accommodation and residential arrangement or status beyond your control
- [ ] Serious misadventure or other extenuating circumstances
- [ ] Other circumstances: eg military, sporting, cultural, emergency or legal commitments

4 - PREFERRED OUTCOME

Please indicate the outcome you seek if special consideration is granted. (Refer to clauses 35-45 of the Special Consideration policy at www.uws.edu.au/policies)

- [ ] Exam/Assessment task is to be omitted from the final grade calculation
- [ ] Arrange a supplementary examination, to be run by the School
- [ ] Setting a different assessment task
- [ ] 'I' grade (Incomplete) to be resolved by no later than census date of the teaching session

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University’s functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University’s policies.
Applications based on unforeseen, severe and/or grave illness will not be considered unless a medical certificate is provided. The certificate must be completed by a registered medical practitioner and have the practitioner’s provider stamp affixed.

Stress and/or anxiety associated with examinations will not normally be considered.

**6 - MEDICAL CERTIFICATE**

Applications based on **unforeseen, severe and/or grave illness** will not be considered unless a medical certificate is provided. The certificate must be completed by a registered medical practitioner and have the practitioner’s provider stamp affixed.

**Stress and/or anxiety associated with examinations will not normally be considered.**

**Name of Practitioner**

**Provider number**

**Address**

**Contact telephone(s)**

**Date of attendance at surgery**

**I certify that**

(patient’s name)

is unfit for studies from

**To**

**Is the severity of the illness such that it would have affected the patient’s ability to attempt or perform during the formal exam?**  
☐ Yes  ☐ No

**My assessment of the patient’s condition was based on**

☐ an examination of the patient  ☐ information provided by the patient

☐ I am unable to assess how this illness would affect the patient’s capacity to sit a formal exam

Within the limits of patient confidentiality, please state the nature of the problem/illness/difficulty experienced by the patient over this period.

**Practitioner’s signature**

**PRACTITIONER’S SIGNATURE**

**Date**
Factors which WILL NOT normally be considered (Clauses 6b & 6d)

- **routine demands of employment** and employment-related travel
- difficulties **adjusting to university life**, to the self discipline needed to study effectively, and to the demands of academic work
- **stress** or anxiety normally associated with examinations, required assessment tasks or any aspect of course work
- **routine financial** support needs
- **lack of knowledge** of requirements of academic work
- difficulties with **English language**
- difficulties with **visa** arrangements that could have been reasonably anticipated
- **scheduled** anticipated changes of address, moving home, house moves etc
- demands of **sport, clubs, social** or extra-curricular activity (other than to represent or participate in state, national or international sporting or cultural events)
- recreational **travel** (domestic or international)
- planned events, such as **weddings**