

Student Administration

Special Consideration During Teaching Session



University of
Western Sydney
Bringing knowledge to life

Student Central
Locked Bag 1797, Penrith NSW 2751

This form is used for Special Consideration during teaching session. Do NOT use this form to apply for Special Consideration for end of session Final Examinations.

You may apply for Special Consideration if you experience serious misadventure, accident or extenuating circumstances beyond your control. These circumstances must be of such a severe and/or grave nature that your capacity to complete teaching/learning and/or assessment tasks, or achieve the level of attainment typical of your previous performance in the unit, is adversely impacted.

This application must be lodged at a Student Central before 5pm no later than the second working day after the due date of your assessment. 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 of Special Consideration during teaching session.

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

Student ID number Daytime contact phone number

Title Family name

Given name(s)

Unit number Unit name Campus

Do you have an Academic Integration Plan? Yes No

2 - ASSESSMENT DETAILS

You must complete a separate application for each unit of study.

Period for Special Consideration request Start Date / /

or End Date / /

TASK NAME/ASSESSMENT Due Date / /

Time Due :

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 4 for factors which will not normally be considered.

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

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.

4 - STUDENT DECLARATION

I declare that the information provided by me on this form is true and correct.

I agree that UWS may seek verification from doctors or agencies that the certificates have been issued by them.

I also agree to the release of personal information about me for the purpose of assessing this application.

Student's signature

SIGN HERE

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Date Received

5 - 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, required assessment tasks or any other aspect of coursework will not normally be considered.

Name of Practitioner

Provider number

Address

Contact telephone(s)

Date of attendance at surgery Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

 Time

I certify that (patient's name) **PATIENT'S NAME**

is unfit for studies from Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

 to Date

D	D	/	M	M	/	Y	Y	Y	Y
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Provider's stamp

MUST BE AFFIXED HERE

If stamp is not available, a signed declaration of provider number on practitioner's letterhead is to be attached to this application.

Is the severity and gravity of the illness of such an extreme nature that the patient's capacity to complete assessment tasks, attend classes and or participate in fieldwork is affected? 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

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

D	D	/	M	M	/	Y	Y	Y	Y
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6 - SPECIAL CONSIDERATION FOR A SINGLE ASSESSMENT TASK IN ONE UNIT OF STUDY - Unit coordinator to complete

Is Special Consideration for an assessment task in one unit of study approved? Yes No

Assessment title

Comments

Outcome No action Student to complete a different, academically equivalent assessment task Assessment task is to be omitted from the final grade calculation

Extension of time until to complete the assessment task

Unit coordinator's name Date

Unit coordinator's signature Date student notified

7 - SPECIAL CONSIDERATION FOR PART OR WHOLE OF THE TEACHING SESSION IN ONE UNIT - Unit coordinator to complete

Is Special Consideration for part/whole of the teaching session for one unit of study approved? Yes No

Unit code From to

Comments

Outcome No action Aggregate or average marks for completed assessment tasks to achieve a % Assessment task is to be omitted from the final grade calculation

Extension of time until to complete assessment tasks

Setting a different, academically equivalent assessment task Exempt student from attending compulsory residential or other practical activities 'R' grade (Re-assessable fail) **must be approved by HoS** 'I' grade (Incomplete) to be resolved no later than next census date

Unit coordinator's name Date

Unit coordinator's signature Date student notified

Head of School's name
In the case of an 'R' grade being granted

Head of School'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, 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**