This form can only be used for applying for Special Consideration for end of session Final Examinations

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

This application must be lodged at Student Central before 5pm no later than the second working day after the 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 Final 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

Student ID number

Daytime contact phone number

Title

Family name

Given name(s)

Did you attempt the final examination? Yes No (If no, please use Deferred Examination Application.)

Do you have an Academic Integration Plan? Yes No

2 - EXAMINATION DETAILS

I am applying for Special Consideration for the following examination (a separate form must be completed for each exam).

Unit number

Unit name

Campus

Day

Date

Time

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 - 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

Date Received
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.**

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Date of attendance at surgery

I certify that (patient's name) is unfit for studies from

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Is the severity of the illness such that it would have affected the patient's ability to perform during the final examination?  

- [ ] 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 have affected the patient's performance during the 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  

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6 - SCHOOL APPROVAL (Office use only)

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Special Consideration approved?  

- [ ] Yes  
- [ ] No  
- [ ] Outcome is ‘R’ grade

Outcome

- [ ] No action

- [ ] Granting an ‘R’ grade (re-assessable fail). Where a re-assessable fail grade is granted, this must be approved by the Head of School

- [ ] Marks obtained for completed assessment tasks may be aggregated or averaged to achieve a percentage

- [ ] Exam/assessment task is to be omitted from the final grade calculation

- [ ] ‘I’ grade (incomplete) to be resolved by no later than census date of the teaching session

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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**