



Application for **SPECIAL CONSIDERATION** due to serious illness, injury or misadventure.

This form should be submitted to the Faculty Student Administration Office **after** the lecturer in charge of the unit has signed it **AND** within **5 WORKING DAYS** of the due date of assessment.

1. Personal Details

Student No: [][][][][][][][][][] Degree: _____

Surname: _____ Given Names: _____

Phone: _____ Mobile: _____

University Email: _____

2. Special Consideration

Period for which consideration is sought:

From [][] [][] [][][][] to [][] [][] [][][][]

Indicate the unit of study and assessment for which special consideration is sought, including relevant due dates:

Unit Code	Unit Name	Assessment	Due Date	Lecturer

If applying for a replacement exam, did you sit the original exam? YES NO

Please state briefly the reason for your application in your own words:

If applying on the basis of serious illness or injury, the Professional Practitioner Certificate **MUST** be completed. The practitioner **MUST** describe the impact of the illness or injury on your capacity to study.

✂ Give Student Receipt Portion Below

Special consideration application received

Signed: _____ (Faculty Staff) Signed: _____ (Student) Date: _____

Please Note: You will be contacted via your 'Student Email' when 'Special Consideration is finalised



The University's assessment practices are designed to ensure that conditions are fair to all students, as consistent as possible and that individual students are not disadvantaged by adverse personal circumstances beyond their control or by the activities of other students.

Generally, serious illness, injury or misadventure will be taken into account when considering a student's academic performance in a course or units of study. There is, however, a clear distinction between longstanding illness or difficulties which prevent students from attending classes or completing required work or which seriously interfere with their capacity to study for long periods and short-term serious illness, injury or misadventure that may prevent a well-prepared student from sitting for an examination or completing a particular assignment.

The University needs the information you supply on this document so that it can deal with your application for special consideration. The relevant faculty will retain this document, and any associated records. The records will only be available to those staff that needs access to it in order to carry out their duties. All records will be destroyed in a secure manner at the appropriate time. Any request to access and/or correct the information should be addressed to the faculty office, in the first instance.

To apply for special consideration due to serious illness, injury or misadventure

1. Obtain a special consideration form from the Faculty of Architecture website under 'Current Students', 'Forms & Policies' or the 'Student Administration Centre' in the Wilkinson Building.
2. Complete this special consideration application form:
For consideration due to serious illness, injury or misadventure have a registered health practitioner or counsellor complete the Professional Practitioners Certificate. Note that there are two important constraints on their ability to issue the PPC:
 - a. The PPC can be issued only for illnesses, injury or misadventure that lie within the scope of practice of the practitioner;
 - b. The PPC should only be issued in respect of an illness; injury or misadventure observed by the health practitioner or counsellor or reported by the patient and deemed to be true by the health practitioner or counsellor.**For all other situations, please complete a Statutory Declaration and attach any appropriate documentation.**
3. Lodge this form with the Faculty of Architecture, Student Administration Centre, Room 212, Level 2, Wilkinson Building (G02).
4. Applications must be received within 5 working days from the end of the period (i.e. assignment due date or date of examination) for which consideration is applied.
5. Students must retain their receipt (at the bottom of the form) that will be given upon lodgement of this form with the relevant faculty office.
6. You will be notified of the academic judgement concerning your special consideration application via your student email.

Extension

The Faculty of Architecture will only consider an extension if timely submission is prevented by:

1. Failure of University or Faculty equipment or service;
2. Postgraduate students whose employment places unusual demands on them at short notice (less than 4weeks).

Applying for an extension

1. Complete the portion describing the failure of equipment or service, or employment commitments;
2. Have it verified by the staff member responsible for that equipment or service, or provide a letter from your employer;
3. Have the lecturer in charge complete their portion of the Academic Judgment Form and indicate a new submission date.
4. Return the form to the Student Administration Centre.
5. Applications must be received no later than the next working day after the submission date.
6. Students will be notified by email to their University email of the academic judgment concerning their special consideration application.



Professional Practitioner Certificate

To be completed by a registered health practitioner or counsellor for a student whose work during a teaching period or whose academic performance in an assessment item or items, including examinations, has been affected by serious illness, injury or misadventure. The person completing the form should refer to the University's policy (see extract on the rear of this form regarding underlined restrictions).

Special Consideration applications must be supported by documentary evidence from an appropriate professional authority (a registered health practitioner or counsellor). Certificates signed by family members are not acceptable. Your help in providing information about the student's illness or misadventure is appreciated. This information will help the University make a fair and informed assessment about the student's academic performance. The information you provide on this form will be used solely to assess this application.

PROFESSIONAL PRACTITIONER CERTIFICATE

SID: _____ STUDENT NAME: _____

Date(s) of consultation(s): _____

Please indicate your evaluation of the severity, duration and effect on the student's ability to attend classes, learn, retain and/or complete assessment requirements:

Specify period/duration

Table with 4 columns: Severity (please tick appropriate boxes), a checkmark column, from, to. Rows include: Totally unable to study, Very severely affected, Severely affected, Moderately affected, Slightly affected, Unable to assess.

Plain English description of: restrictions on capacity or functionality in their studies and other relevant information (attach additional report or documentation if necessary, bearing in mind privacy requirements: a medical diagnosis is not required)

Three horizontal lines for text input.

OTHER (please specify and attach documentation/evidence)

Two horizontal lines for text input.

Name _____

Address _____

Phone Number _____ Provider Number _____ Stamp _____

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

Signature: _____ Date: ____/____/____



Part 5 - Special Consideration Due to Serious Illness and Misadventure.

Documentation

Professional Practitioner Certificate is supplied with the special consideration form and should be completed by a registered medical practitioner, or counsellor for a student whose work during a teaching period or whose performance in an assessment task, including examinations, has been affected by illness or misadventure. Certificates signed by family members are not acceptable.

- a. Date of consultation;
- b. An evaluation by the practitioner, psychologist etc. as to the severity, duration and effect on the student's ability to attend classes, learn or complete assessment requirements;
- c. A description of the nature and seriousness of the student's problems, within the limits of confidentiality, so that an academic assessment can be made of the possible effects of the illness or accident on the student's performance;
- d. Any other relevant information relating to the student's illness, trauma etc.;
- e. Any other documentation that may be relevant; and
- f. The practitioner authorises the University to contact them to confirm the authenticity of the certificate.

Extracts from the *Faculty of Architecture, Design and Planning Guidelines for Application for Special Consideration or Extension.*

Outcomes from Special consideration:

Where the nature of either the assessment or impairment do not allow for an extension of the deadline for submission, other possible outcomes from a request for Special Consideration include:

- a. Offering alternative assessment;
- b. Exemption from submission of assessment, with marks adjusted as determined by the lecturer in charge; or
- c. Comparing assessment performance for work submitted under Special Consideration with other assessment in the course and making an adjustment to the result in an individual piece of assessment or to the final result for a Unit of Study. Such adjustment will only be made if performance in other assessment tasks indicates that the student would reasonable have been expected to gain a higher grade if performance had not been impaired.

Please note that Special Consideration will not be granted in the following instances:

- a. Occasional, brief or trivial illness of a one or two day duration that occur five working (5) days or more before an assessment is due or exam undertaken;
- b. Workloads from other units of study, disciplines and faculties, except where the request for special consideration is made within the first three weeks of semester;
- c. Employment where the request for special consideration is made less than four weeks before the date of notice, with documentation from their employer).
- d. Illnesses and misadventures that have prevented students from acquiring a Pass level of knowledge/skills (including all illnesses/misadventures resulting in the student missing six weeks or more of lectures or tutorials);
- e. Adequate standards of documentation and processes have not been met;
- f. Requests for extensions made after the assignment is due or an assessment has taken place (except where the circumstances prevented earlier submission, no special consideration requests shall be processed if submitted more than five working (5) days after the assessment is due);
- g. The supporting documentation post-dates the period for which special consideration is sought;
- h. The performance of the student was equivalent or superior to that demonstrated in other assessments in the unit of study;
- i. The circumstances pertain to planned commitments, such as elective surgery, holiday or work, where the student could reasonable be expected to have scheduled the commitment or their studies to not adversely affect their studies;
- j. Computer-related problems, except where a police report is provided indicating that burglary or calamity has resulted in the loss of a computer and backups from the students' place of residence (NB: it is assumed that students keep regular backups of their work, so theft of a laptop is not grounds for special consideration).
- k. Jury Service, Military Service, National Sporting and religious or cultural commitments, which prevent a student from attending scheduled examinations, would not normally be considered as cases of misadventure. Whilst faculties are encouraged to consider significant religious and cultural events when scheduling examination dates they may make allowances for these circumstances should approach the lecturer in charge for advice concerning their continuing enrolment in the Unit of Study.

All forms are available for printing off our website: <http://sydney.edu.au/architecture/CS/forms.shtml>



3. Academic Judgment

This form should be completed by the lecturer/tutor in charge of the unit of study concerned, or in Schools outside the Faculty of Architecture, the relevant authorised academic. After it is submitted to the Faculty of Architecture 'Student Administration Centre' it will be separately assessed, by the Associate Dean.

First Assessor (Lecturer / Tutor)

Academic Judgment:

New Due Date:

Signature:	Date:
-------------------	--------------

Second Assessor (Associate Dean)

Signature:	Date:
-------------------	--------------

This Document is to be retained for a minimum period of 12 months from the end of the relevant semester.

<p>For Office Use Only:</p> <p>Date Academic Judgment received: _____</p> <p>Date Student notified of Academic Judgment: _____</p>
--

