



Application for Special Consideration

due to serious illness, injury or misadventure

Only well-attested illness, injury or misadventure will warrant special consideration. Occasional brief or trivial illness of a one or two week duration that occur one week or more before an assessment is due or an exam undertaken will not be regarded as sufficient reason to warrant special consideration. Please refer to the attached guidelines for further details.

If you are seeking a *simple extension* (within 14 days of the due date) for a non-examination based assessment task, you are not required to submit this form. Please make your request in writing (including any supporting documents) directly to the relevant lecturer.

Please note that **additional marks are not awarded for special consideration requests**. Depending on the form of assessment involved, students who are granted special consideration may be offered a replacement assessment, a formal extension, or a reweighting or averaging of marks (for minor, recurring assessments only).

Please submit this form to the *Information Desk on level 3 of the Law School* or mail to: *Postgraduate Team, Sydney Law School F10, The University of Sydney NSW 2006*, as soon as practicable and within **five working days** of the affected exam/assessment date. Where possible, the relevant lecturer(s) should be notified by telephone or email of your illness/misadventure on or before the day of the affected exam or assessment due date. Applications that do not contain the required supporting documents or those submitted after five working days of the affected exam/assessment date without evidence of a reasonable case for the delay will not be considered.

1. Personal details

Surname:				Given names:							
Student no:										Award course: (eg. LLM)	
Postal address:											
										Postcode:	
Home tel:				Work tel:				Mobile:			
Email^:								Fax:			

^ If we have any queries relating to this application, we may contact you at this address. All standard University correspondence is sent to your University email address.

2. Special consideration details

Period for which special consideration is sought: from

				2	0	1	
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 to

				2	0	1	
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Please indicate the unit of study and assessment task for which special consideration is requested. **A separate application is required for each unit.**

Non-exam assessments – Assessment type (please tick relevant box): assignment essay presentation take-home exam

Did you submit the assessment? Y** N If "yes", the assessment was submitted on ____/____/201__

Unit code	Unit name	Lecturer	Original due date	Previous extension approved to (if any)	Seeking extension to

Please indicate the number of days for which you are seeking a formal extension from the original due date/previous extension date: _____ calendar days

Exam assessments (formal sit-down exams)

Unit code	Unit name	Lecturer	Exam date	Did you sit the exam?
				<input type="checkbox"/> Y** <input type="checkbox"/> N

** Please note **additional marks are not awarded** for special consideration requests. Students who are granted special consideration will be offered an extension (non-exam assessment)/replacement exam. If you have sat an exam, the original exam result will be disregarded accordingly.

Please attach the following to this form:

- a statement detailing the reason for this application including any *simple extension* already granted by the lecturer.
- Illness/injury-related applications:** *Professional Practitioner Certificate*. The practitioner **must** describe the impact of the illness or injury on your capacity to study.
- Misadventure applications:** *Statutory Declaration* form.

Sydney Law School's Special Consideration Committee will assess this application. You will be formally notified of the outcome at your University email address.

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Special consideration application received

I have read the *Guidelines for the completion of an Application for Special Consideration* and have attached all requested documentation.

Signed _____ Signed _____ Date ____ / ____ / 201____
Sydney Law School Student

Guidelines for the Completion of an Application for Special Consideration due to Serious Illness, Injury or Misadventure

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 information you supply on this document is needed by the University so that it can deal with your application for special consideration. This document, and any associated records, will be retained by the relevant faculty. The records will only be available to those staff who need 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 Sydney Law School information desk or website.
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 Practitioner 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 Sydney Law School
4. Applications must be received within **five working days** of the end of the period (i.e. assignment due date or date of examination) for which consideration is sought
5. Students must retain their receipt (at the bottom of the form) that will be given upon lodgement of this form with Sydney Law School
6. Students will be notified of the academic judgement 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: _____

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

Severity (please tick appropriate boxes)	√	from	to
Totally unable to study	<input type="checkbox"/>		
Very severely affected	<input type="checkbox"/>		
Severely affected	<input type="checkbox"/>		
Moderately affected	<input type="checkbox"/>		
Slightly affected	<input type="checkbox"/>		
Unable to assess	<input type="checkbox"/>		

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)

OTHER (please specify and attach documentation/evidence)

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: _____ / _____ / _____

Extract from the Academic Board Resolutions: Assessment and Examination of Coursework

Part 5 – Special Consideration Due to Serious Illness, Injury and Misadventure.

5.5.2.2 An application for Special Consideration must:

5.5.2.2.1 use the specified form;

5.5.2.2.2 a) clearly set out the basis for the claim on the specified form;
b) be supported by a *Professional Practitioner Certificate* completed by a registered health practitioner or counsellor within the scope of their practice, who is not a family member. The *Professional Practitioner Certificate* includes:

- date of consultation;
- 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;
- the date the Certificate was written and signed;

The Certificate 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.

c) where a certificate as in b) above is not appropriate, the application should be supported by a Statutory Declaration, and where possible accompanied by other appropriate supporting documents;