

# Application for Special Consideration

*due to serious illness, injury or misadventure*

Only well-attested **serious** illness, injury or misadventure will warrant special consideration. Occasional brief or trivial illness that occurs 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 see attached guidelines**).

If you are seeking a **simple extension** of non-exam based assessment [that is, an extension of 7 calendar days or less (or 14 calendar days or less for Master's level units)], please **DO NOT** complete this form. You should request an extension **directly** from your lecturer, providing supporting documentation to the lecturer.

Combined Law students applying for special consideration in relation to their **law** units must apply directly to Sydney Law School by completing this form and should not apply via the partner faculty.

This form **MUST** be submitted within **five working days** of the due date of assessment or date of exam. A late submission will only be accepted if accompanied by a written explanation stating your reason(s) for failure to submit the form on time.

Please submit this form to the Information Desk, level 3, Sydney Law School or by mail to: Professional Law Programs, Sydney Law School, New Law Building F10, The University of Sydney NSW 2006. You will be notified of the outcome via your University email address within 10 working days of receipt of application.

## 1. Personal Details

Student No:           Degree: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

University Email: \_\_\_\_\_@uni.sydney.edu.au

## 2. Special Consideration

Period for which special consideration is sought:

from           to

*Day Month Year Day Month Year*

Please complete the assessment details below. **A separate application is required for each unit of study.**

Exam Assessment (excludes take-home exams)			
Unit Code	Unit Name	Lecturer	Exam Status
			<input type="checkbox"/> Did not sit original exam <input type="checkbox"/> Sat original exam Date: / / 20 <input type="checkbox"/> Sat replacement exam Date: / / 20

Non-Exam Assessment (includes take-home exams)				
Unit Code	Unit Name	Lecturer	Assessment Type (essay, assignment)	*Assessment Submission
				Official due date: / / 20 <input type="checkbox"/> Did not submit <input type="checkbox"/> Submitted Date: / / 20

*\*Please DO NOT wait for the outcome of this application to submit your assessment. Please submit assessment as soon as possible.*

Please indicate the number of days for which you are seeking a **formal extension**: \_\_\_\_\_ calendar days.

Please attach to this form:

- A statement detailing the reason(s) for your application.
- A *Professional Practitioner Certificate* if applying on the basis of serious illness or injury. The practitioner **MUST** describe the impact of the illness or injury on your capacity to study. If applying on the basis of an exacerbation of an existing condition, the certificate must describe the impact of the exacerbation on your capacity to study.
- A *Statutory Declaration* form if applying on the basis of misadventure.

Please note the University may investigate a student's illness or misadventure and will advise the student of any such intention prior to doing so. The University will provide the student with an opportunity to respond to any information obtained from such an investigation.

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Special consideration application received

Signed \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(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.

In general, the provisions of Special Consideration are intended to apply in instances of well-attested, short-term *serious* illness, injury or misadventure that may prevent a well-prepared student from sitting for an examination or completing assessment. Occasional brief or trivial illness that occurs one week or more before an assessment is due or examination undertaken does not warrant special consideration.

For students with a longstanding illness or injury or a condition of a longer-term nature, it is anticipated that they will register with Disability Services to obtain reasonable assessment/exam adjustments as a result of their circumstances. Students with a disability can still make claims for special consideration, even if they are registered with Disability Services and have received adjustments, if they satisfy the requirements of the policy: serious illness, injury or misadventure, including an exacerbation of their existing condition.

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 Sydney Law School and will only be made available to the relevant staff who need access to the information in order to carry out their duties. All records will be destroyed in a secure manner at the appropriate time.

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

1. Complete the *Application for Special Consideration* form

Note: Combined Law students applying for special consideration in relation to their *law* units must apply directly to Sydney Law School (and not via the partner faculty).

- 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 the ability of the health practitioner or counsellor 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, including when timely medical advice cannot be sought, please complete a [Statutory Declaration](#) and attach any appropriate documentation.
2. Submit the special consideration form to Sydney Law School.
  3. Applications must be received within **five working days** from the end of the period (ie assignment due date or date of examination) for which consideration is sought.
  4. Students must retain their receipt (at the bottom of the form) which will be stamped and issued by Sydney Law School upon lodgement of the form.
  5. Students will be notified of the academic judgment concerning their application within 10 working days of receipt of application via their University email address.

## 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 5.5.2.2 overleaf 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, injury 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 extent to which the student's ability to complete the assessment has been affected by his or her condition (or affected by an exacerbation of an existing condition).

#### Specify period/duration

Severity (please tick appropriate boxes)	√	from	to
Totally unable to study			
Very severely affected			
Severely affected			
Moderately affected			
Slightly affected			
Unable to assess			

**Please describe in plain English the effect of the student's condition (or the exacerbation of an existing condition) on his or her ability to complete the assessment. Please attach an additional report or documentation if necessary, bearing in mind privacy requirements: a medical diagnosis is not required.**

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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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Extracts from the Academic Board Resolutions: Assessment and Examination of Coursework**

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

**5.2 Principles for Dealing with Cases of Special Consideration**

5.2.1 Special Consideration is a process that affords equal opportunity to students, including enrolled students, non-award students, study abroad students and students studying at the University of Sydney on an exchange program who have experienced circumstances that adversely impact their ability to complete an assessment task.

5.2.2 Students who are granted Special Consideration will nonetheless be required to demonstrate achievement of designated learning outcomes.

5.2.3 A student who is capable of attempting an examination should do so, notwithstanding any claim for Special Consideration.

5.2.4 All claims for Special Consideration should be genuine and should be made with good intent. Students seeking to use Special Consideration as a means of gaining an unfair advantage in the assessment of designated learning outcomes should be rejected, and may be subject to disciplinary action.

5.2.5 Other students should not be disadvantaged by the approval of a request for Special Consideration.

5.2.6 All claims for Special Consideration should be considered in the same manner across the University, but the response may vary depending on the circumstances of the illness, injury, misadventure and assessment.

For example a student who applied for Special Consideration in several units of study on the basis of a sprained wrist might receive different outcomes in a creative performance unit requiring fine motor control than in a conventional written exam.

5.2.7 Multiple and recurring claims for Special Consideration may be an indicator of a student at academic risk, as defined by the Academic Board policy "Student Academic Progression Policy".

5.2.8 Requests for Special Consideration should be lodged within five working days of the assessment. Where circumstances preclude this, a student may still apply, but must provide a reasonable case for the delay in application. The faculty will not decline an application on the grounds of lateness where a reasonable case is provided.

**5.3.3 Responsibility of Students**

Students have a responsibility and an obligation to:

5.3.3.1 become familiar with University policy and faculty procedures relating to Special Consideration;

5.3.3.2 act in accordance with the principles of Special Consideration as set out in this Resolution;

5.3.3.3 provide the relevant information to their faculty offices as soon as practicable and certainly within five working days of the due date of the assessment for which Special Consideration is sought (see also 5.2.8);

5.3.3.4 act honestly when applying for Special Consideration;

5.3.3.5 recognise that a claim for Special Consideration does not guarantee that the claim will be accepted and that general advice to students able to attempt the assessment is to do so, irrespective of whether a claim is lodged, and

5.3.3.6 ensure that all documentation is complete and includes all information required by the Faculty to make a fair decision.

Information not supplied by the student with the original application will not be taken into consideration, unless the additional information is noted in the original application but was not available at the time the application was submitted.

**5.5.2.2 An application for Special Consideration must:**

5.5.2.2.1 use the specified form;

5.5.2.2.2a) 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.