

Special Consideration FAQs

It is recommended that all students who plan to apply for special consideration read the questions below before completing their application;

Can I fax my application in?

No *. A special consideration application must be submitted in person. You may send a friend or family member to submit your form for you (make sure they have all the right documentation).

Why not?

- Your application may be incomplete or incorrect. Incorrect or incomplete applications will be rejected and you will not receive special consideration for that exam or assessment. Submitting in person allows us to check it is correct and complete.

*Students on placement in a location remote from the Camperdown or Camden campuses should contact the Faculty Office for instructions on submission of an application for special consideration.

Should I sit the exam?

Only you know whether it will be appropriate for you to sit the exam in your circumstances. The [policy](#) suggests that you sit the examination if you are able to do so.

You should indicate on the form whether or not you have sat the exam. You should also contact the Unit of Study co-ordinator of an examination for which you sat the examination and have subsequently applied for special consideration.

What happens after I apply?

After you apply, the Faculty Office checks and logs your application. It is sent to the unit of study co-ordinator and year co-ordinator for academic judgement.

The Faculty issues an *Academic Judgement* based on that application, usually within two weeks.

The judgement is emailed to you by the Faculty and any further questions on that judgement should be addressed to the Faculty Office.

What will my Academic Judgement be?

Faculty Office staff will not be able to tell you this. It is decided by the unit of study and year co-ordinator. You will be notified of the academic judgement.

When and where is my supplementary exam?

Supplementary exams are arranged by the Faculty. The Faculty has a 2 week period for special consideration examinations in the period immediately following the normal examination period, except in those circumstances when the student has documented evidence from a professional practitioner that they are unable to undertake examinations in that period. The Faculty will contact the student via their University email with the location and time for the replacement examination.

It is the student's responsibility to ensure they are available to sit the special consideration examinations. It is unadvisable for a student to arrange farm placements, holidays or in the case of International students flights to return home until after this special consideration period.

Can I apply for Special Consideration for my supplementary exam?

Replacement assessments are timed according to information provided in the professional practitioners certificate as to when a student will be able to undertake replacement assessment. If a student is subject to some other illness or misadventure that results in them being unable to sit the replacement examination they should submit an application for special consideration to the Faculty Office with supporting documentation.

Students with a prolonged illness may wish to contact [Disability Services](#).

What does "within 5 working days of the assessment" mean?

This means that you have a period of five working days from the date of the assessment within which to submit a complete and correct application with the Faculty Office.

This does NOT include weekends and public holidays.

Applications may only be submitted during Faculty opening hours.

This deadline is final the only circumstances in which this may be different is if you have had a prolonged illness which precludes you from being able to submit an application within the required time line of 5 business days eg an extended period of hospitalisation. The professional practitioner certificate should state this clearly - in this circumstance it is recommended that you lodge your application within 24 hours of

the last date of illness on your certificate or the first working day thereafter. Where possible you should contact the Faculty Office by email or telephone to inform them of your circumstances and intention to lodge an application for special consideration.

I have a medical certificate, will you accept it?

No, all students must supply the same documentation. If you have a medical certificate you will need to go back to the doctor and ask to have a professional practitioner certificate completed.

How many copies should I bring in?

You should bring the original documentation and a completed special consideration form to the Faculty office. You will be given a copy of the application for your records.

I missed the deadline -what can I do?

It is a student's responsibility to find out directly from the Faculty Office or this website what constitutes a complete, correct and timely application.

Faculty staff will not be able to accept or process a late application which does not meet these requirements. If you have been unable to submit the forms because you have been physically unable to do so (eg in hospital), the Faculty staff may accept if a PPC or hospital discharge papers indicate submission of forms on-time was impossible.

If there was no documented extenuating circumstances, your claim will not be considered, and will be rejected.

Students who have missed the deadline or who are unable to supply correct documentation should approach the Faculty directly for consideration outside this process. There is no guarantee that this will be possible or acceptable to the Faculty.

Non-Allowable circumstances under the Special Consideration Policy

- Occasional, brief or trivial illness of one or two-day's duration that occurs seven days before an assessment is due or an exam undertaken
- Competing workloads from other studies or employment
- Planned commitments such as elective surgery (see [Special Arrangements](#))
- Holidays or weddings
- Computer related problems, except where a police report is provided indicating that burglary or calamity has resulted in the loss of a computer.
- Jury service, military service, national sporting and religious or cultural commitments are not covered by special consideration. Students should view the special arrangements guidelines and note that special arrangements must be submitted before the event.

- Long illness or ongoing disability are not processed through the special consideration process. In these circumstances students should register with Disability Services. If you have an illness for more than four weeks you should book an appointment with the Associate Dean Students and may like to consider suspending for a semester.