

Please use BLOCK LETTERS to fill out the form. Remember to print clearly.

This form will only be accepted after Student's ID has been verified.

Student Details

Student ID number

Daytime contact phone number

Title

Family name

Given name(s)

Assessment Details

Module Code	Assessment Task	Group Number	Assessment Date

Attempted/Submitted

Not-attempted/missed

Study Period (session) applied for: _____ Year: _____

Reason

Medical Reason (Professional Authority Form)

Non-Medical Reason (Statutory Declaration form required)

Checklist for Special Consideration Eligibility

- This form is submitted no later than 2 working days from the assessment task due date.
- I have experienced serious illness / unavoidable disruption which has affected my studies.
- Please choose an appropriate category (only 1):
 - I need an extension of time for an assessment.
 - I have missed / will miss an assessment task.
 - I have submitted the assessment task or attended the assessment event, however an incident has occurred which has / will seriously affect my studies.
 - I have missed the final examination and am applying for a deferred exam.
 - I have sat the final examination however an incident has occurred which has seriously affected my performance.
 - Other: _____
- I have provided appropriate documentation to support this application: e.g. Professional Authority Form, Statutory Declaration by independent witness, police reports, or statement for sufficiently senior officials in place of employment.

Student Declaration

I believe that I meet the criteria for Special Consideration. I take full responsibility that the information provided in the application is true and correct. I have attached the required supporting documentation.

If the application is approved, current score/grade for the Assessment will be disregarded. Supplementary/Deferred Assessment if missed, score of 0 (zero) and grade of FA will be awarded for that assessment.

Student's Signature

Date (dd / mm / yyyy)

Office Use Only

Approved

Not Approved

Decision (extension, supplementary exam, etc):

Student's Attendance for this module is: _____ %

Authorising Signature

Notes Added

Date (dd / mm / yyyy)

Log file updated

Paper requested

Student Notified

Notes Added

Invigilator(s) organised if required

Processed by

Date (dd / mm / yyyy)