

OFFICE USE ONLY
OFFICER INITIAL
DATE

APPLICATION FOR SPECIAL CONSIDERATION
Undergraduate/Postgraduate Coursework Units

Only complete this form if you have **NOT ATTEMPTED** a final exam, assessment tasks, class tests or mid terms and are seeking special consideration for serious and unavoidable disruption which affected your studies:

- for **three or more** consecutive days, or
- prevented you from completing the formal examination or in class test
- **complete a separate form of each unit that you are applying for**

If you **HAVE ATTEMPTED** a final exam and are seeking special consideration you need to arrange to see a Student Advisor : **Phone: +61 2 9964 6553** **Email: info@city.mq.edu.au**

1. PERSONAL DETAILS

Student ID		Student's Signature
Title	Family Name	Other Names

Macquarie city campus will communicate the result of your application via the student portal

2. UNITS FOR WHICH CONSIDERATION IS SOUGHT

Unit Code	Unit Name	Assessment Task: e.g. Final Exam, Class Test, mid semester	Due Date

3. Will you / or have you attended the formal examination?

Yes No

4. INSTRUCTIONS FOR SUBMITTING

- Application must be completed by the student seeking special consideration
- Submission must be made **within 48 hours** from the due date of the affected task/or date of the formal examination. If not within 48 hours, contact MQC Phone:+61 2 9964 6533 Email: info@city.mq.edu.au
- Ensure supporting evidence is attached before submitting (including a Professional Authority Form completed by the relevant Professional Authority)
- Students are advised to keep one set of all documents as proof of submission
- Refer to the Special Consideration Policy on the Macquarie University web site for acceptable grounds http://www.mq.edu.au/policy/docs/special_consideration/policy.html

Please be advised that 48 hours notice will be given via the Student Portal if you have been approved for the exam.

5. PRIVACY STATEMENT

The University collects personal information from you to enable your request to be considered. Provision of personal information is voluntary, but if you do not provide the information requested, the University may be unable to process your request. Personal information held by the University is subject to the Privacy and Personal Information Protection Act, 1998. You may access your personal information and request the University to update, correct or amend your personal information where necessary. You may request that personal information provided not be used, in which case the University may not be able to carry out the purpose for which you provided the information.

6. WHERE TO SUBMIT

In Person: Macquarie City Campus Level 2, 11 York Street Sydney, NSW 2000	Date Received
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PROFESSIONAL AUTHORITY FORM

THIS FORM MUST BE COMPLETED BY A REGISTERED HEALTH PROFESSIONAL OR PROFESSIONAL WITHIN MACQUARIE UNIVERSITY STUDENT SUPPORT SERVICES

1. INSTRUCTIONS

- Only complete this form if the student presents with serious symptoms
- Students at Macquarie University are able to apply for special consideration for serious and unavoidable disruption which affected their studies:
 - for **three or more** consecutive days or
 - prevented them from completing the formal examination.
- For all health conditions, a student must include a Professional Authority Form to support their application.
- If Special Consideration is requested on non-health grounds, do not use this Form. The student is responsible for providing appropriate supporting documentation, eg. Statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment.

2. PERSONAL DETAILS OF STUDENT

Title	Family Name	Other Names
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3. CONSULTATION

Date of Consultation: _____

Duration of Condition: _____

Severity of Condition: I confirm that the impact of the student's condition is serious and would adversely affect their ability to perform the required assessment tasks and/or formal examination.

Signature of Professional Authority _____

4. PRIVACY STATEMENT

The University collects personal information from the student identified above to enable their request to be considered. Provision of personal information is voluntary, but if the student does not provide the information requested, the University may be unable to process their request. Personal information held by the University is subject to the Privacy and Personal Information Protection Act, 1998. Students may access their personal information and request the University to update, correct or amend their personal information where necessary. Students may request that personal information provided not be used, in which case the University may not be able to carry out the purpose for which the student provided the information.

Name and Title _____ Provider or Registration Number: _____ Phone Number: _____	Stamp of Professional Authority
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Special consideration for disruption to assessment

1. During the teaching period (assessment tasks, mid semester exams, in-class tests)

- (a) Students may experience a disruption to their assessment in a subject as a result of circumstances beyond their control, including but not limited to serious illness, psychological conditions, significant loss, bereavement, hardship or trauma.
- (b) Students who consider that their work in an assessment task or written examination has been thus affected may request to have these factors considered.
- (c) When making any request for special consideration, the student must include relevant documentary evidence from an appropriate professional (medical) authority.
- (d) For these requests for special consideration students should contact the Lecturer in the first instance, within 48 hours of the due date of the assessment task or written examination. The Lecturer may then refer the student to the Student Services team.
- (e) If the circumstances are considered valid, the student may receive an extension to the due date for the assessment task, a change in weighting for the assessment task or the opportunity to sit a supplementary test.
- (f) Requests are considered and determined by the Lecturer and Director of Teaching and Learning.

2. Absence from an end-of-semester (final) examination

- (a) Students who, through illness or other circumstances beyond their control on the day of the examination, are absent from an entire examination, may request to have these factors taken into account.
- (b) Failure by a student to inform him or herself of the time or place of an examination is not an acceptable ground for special consideration under these Rules.
- (c) Such requests must be made formally on the special consideration application form and must include relevant documentary evidence from an appropriate professional (medical) authority and be submitted to Student Services no later than 48 hours after the scheduled examination.
- (d) Student Services will consider the request and the student will be notified of the outcome and of any special arrangements to be provided for further examination. Students may have to make themselves

available for examination with no less than 48 hours notice given to the student.

3. **Related to an end-of-semester (final) examination**

- (a) Students who have commenced an examination and who consider that their performance in the examination has been significantly disrupted by illness or other circumstances beyond their control that occurred during the examination or on the day of the examination:
 - (i) may request to have these factors taken into account; and if so
 - (ii) must consult with a doctor or counselor immediately after leaving the examination;
- (b) Such requests must be made formally on the special consideration application form and must include relevant documentary evidence from an appropriate professional (medical) authority.
- (c) Students are to arrange an appointment to meet with Student Services no later than 48 hours after the examination for consideration of the request.
- (d) If the circumstances are considered valid, the student may be entitled for consideration of these factors in the computation of the final grade.
- (e) Student Services will notify the student of the outcome and of any special arrangements that are to be made to provide for further assessment.

UNAVOIDABLE DISRUPTION - REQUEST FOR SPECIAL CONSIDERATION:

All requests for special consideration must be submitted within 48 hours from the date of the examination for which special consideration is being requested.

Applications received after this time will not be accepted. It is acceptable to fax a copy of your application to the City Campus Office, provided that the original application is received soon after.

Requests for special consideration can be made at any time during the semester.

The definitions of illness and unavoidable disruption outlined below apply to applications for special consideration.

If you seek special consideration, you must:

1. complete the *Request for Special Consideration* form which is available at the MQC reception.
2. indicate the unit(s) for which consideration is requested;
3. set out the nature and causes of the disruption to your studies and indicate relevant dates;
4. **You must attach the originals of all documents.** *If you do not provide a Professional Authority Form you must ensure that any medical certificate or other documentation provides answers to the questions asked in the Professional Authority Form. Your request for special consideration may not be processed if this information is not provided;*
5. be available for supplementary testing at the time chosen by the University which may not be fixed until after results have been released.

UNAVOIDABLE DISRUPTION – DEFINITION

Academic Senate has adopted the definition of unavoidable disruption set out below which is relevant in the administration of the Program Rules relating to:

- requirements to complete a unit;
- the award of special examinations;
- discontinuance of a unit.

Absence from a supplementary examination at the time chosen by the University may lead to failure in the unit.

Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which -

- could not have reasonably been anticipated, avoided or guarded against by the student; **and**
- were beyond the student's control; **and**
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work; **and**
- Interfered with the otherwise satisfactory fulfilment of unit or program requirements.

Circumstances routinely encountered by students would not normally be acceptable grounds for claiming unavoidable disruption to studies. Such matters include:

- routine demands of employment;
- routine family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student;
- difficulties adjusting to University life, to the self-discipline needed to study effectively, and the demands of academic work;
- stress or anxiety associated with examinations, required assignments or any aspect of academic work;
- routine need for financial support;
- demands of sport, clubs and social or extra-curricular activities.

Any claim based on these categories would need to show clearly, with appropriate documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

Notification of Supplementary Examinations

Candidates who are successful for a supplementary exam will be notified via the MQC student portal. This will be followed by a second notice advising the candidate of the date, time and venue of the supplementary exam.

Please Note The candidate will be given 48 hours notice of the exam. Notification will be sent via the MQC student Portal.