

This form is to be used by current students applying for special consideration for formal end-of-semester examination.

Eligibility

A student who is unfit to attend or complete an end-of-semester examination due to acute illness or other exceptional cause beyond their control may apply for deferred final assessment.

Applications for Special Consideration – Deferred Examination will only be considered on the following grounds.

- **Medical Reasons:** e.g., hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illness such as a mild cold.
- **Compassionate Grounds:** e.g., death of significant other, significant relationship breakdown.
- **Hardship/trauma:** e.g., victim of crime, sudden loss of income or employment, severe disruptions to domestic arrangements.
- **Other Causes:** e.g., military or jury service, service to emergency services such as the Country Fire Authority.

Students who are severely/moderately unwell on the day of their scheduled examination should not enter the examination room and attempt the examination; they are encouraged to apply for a deferred examination.

Circumstances within the student's control (e.g. misreading timetables, exam stress, returning home, holidays, social or family occasions, usual demands of employment, difficulties with the English language) and minor ailments will not be accepted as grounds for special consideration.

Submission Details

Early applications: Students who submit a completed application with supporting documentation no later than five University working days before the day of the examination for which deferred assessment is sought will receive early notification of the outcome.

Other applications: Submit your application no later than three University working days after the date of your exam.

If you become severely unwell during the exam: If, as a student, you are unable to finish your exam due to illness or other eligible cause and you must:

- Inform exam invigilator that you must leave the exam due to severe illness.
- Collect Special Consideration – Deferred Examination form.
- Submit the Special Consideration – Deferred Examination application form and supporting documentation, no later than three University working days after the date of the exam.

Applications can be lodged in the following ways: What Happens Next?

- **On Campus:** Submit the application form and supporting documentation, in person, to Student HQ.
- **Online:** Submit the application and supporting documentation via email to specialcon@federation.edu.au
- **Partner Provider students:** Submit the application and supporting documentation to their Partner Administration Office.

Students are advised to retain copies of all documents submitted.

Supporting Documentation

Supporting documentation must be submitted and can include one or more of the following:

- The Health Care Professional Certification form (see Health Care Professional Certification additional information);
- A medical certificate: Federation University will accept a medical certificate (bearing the provider/licence/registration number and official stamp), stating in reasonable detail:
 - > The dates of any relevant consultations or attendances;
 - > If relevant, the nature of the complaint or treatment; and
 - > A specific statement that in the health care professional's opinion (not the student's opinion) that, as a result of the complaint or treatment, the student is, or was, severely, moderately, or in a minor way, impacted or unfit or unable to undertake the assessment or attend the campus over a specific timeframe.
- A death notice certificate;
- A police report;
- Notification including the start and finish dates of:
 - > Defence Reserve Service from the Defence Reservists Military Unit
 - > Jury service from the Juries Commissioner's Office;
 - > Obligations to emergency services, from organisations such as the Country Fire Authority;
- Statutory declarations from relevant people.

Applying for special consideration does not guarantee it will be granted

Where the student submits inadequate documentation, the Faculty may request additional information and/or original documents. Failure to provide these documents in a timely manner will result in the withdrawal or rejection of the special consideration application.

Once the application has been considered, the student will be notified of the outcome via their Federation University student email address. In most cases, the outcome will be communicated to the student as soon as possible; however this process can take up to two weeks.

Possible Outcomes of Special Consideration – Deferred Examinations

For early applications, the student will be notified of the application outcome via their student email account at least 24 hours prior to their examination advising either:

- the application is successful and that the student should attend the deferred exam only; or
- the application is unsuccessful and that the student should attend the current scheduled exam.

For other applications the outcomes are either:

- **Special Consideration – Deferred Examination granted:** a deferred examination will be provided for the student.
- **Special Consideration – Deferred Examination not granted:** Student completed a significant amount of the examination, giving the faculty enough evidence to apply grade consideration to the exam at the approval of the Executive Dean.

Privacy and Confidentiality

Federation University Australia ("the University") is committed to protecting and maintaining the privacy, accuracy and security of personal information. The sharing of the information in this form must comply with the University's Information Privacy Policy, which can be accessed at: http://policy.federation.edu.au/university/general/information_privacy/ch01.php

Individuals have a right of access to, and correction of, their personal information in accordance with privacy legislation and the University's Information Privacy Policy. Please direct any enquiries in this regard to the University's Privacy Officer by telephone on (03) 5327 9504 or email privacyofficer@federation.edu.au

Warning – Uncontrolled when printed! The current version of this document is kept on the Federation website.

Authorised by: Academic Board
Document Owner: Federation University Australia: Student Support
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Current Version: 09/04/2020
Review Date: 01/07/2020

Personal Details		Study Details	
Fed Student ID No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Title	<input type="text"/>
Given name/s	<input type="text"/>	Program Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Family name	<input type="text"/>	Program Name	<input type="text"/>
Telephone	<input type="text"/>	Semester	<input type="text"/>
NOTE: Outcomes will be emailed to your Federation University Australia student email.		Campus	<input type="text"/>

International Student?	<input type="radio"/> No <input type="radio"/> Yes	If Yes:	<input type="radio"/> On-shore <input type="radio"/> Off-shore
Undertaking study at a Partner Provider?	<input type="radio"/> No <input type="radio"/> Yes	If Yes:	Partner Provider Name: <input type="text"/>
		If Yes:	Partner Provider Location: <input type="text"/>

Complete for all examinations for which you are seeking special consideration:				Office Use Only
Course Code	Course Title	Lecturer/Teacher	Exam Date	Approved?
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Did you sit the exam during the current semester? <input type="radio"/> Yes <input type="radio"/> No
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
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<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Grounds for your application:

Attach any relevant supporting documentation (e.g. Health Care Professional Certification or medical certificate in the case of a medical condition, or police report or statutory declaration etc.)

Medical reasons
 Compassionate grounds
 Hardship / Trauma
 Other (Please specify):

Please state the length of time (in days, weeks or months) your studies have been affected:
 day/s week/s month/s

Additional Information (please provide information about how the event(s) have impacted on your studies and provide details of the **specific request(s)** you are making).

Please note, if you are applying for special consideration on medical grounds, you do not need to provide specific details of a medical condition, but an appropriate Health Care Professional must complete and attach the Health Care Professional Certification or medical certificate.

Have you previously applied for Special Consideration – Deferred Examination? No Yes

Student's own strategies:
Are you able to implement strategies to improve your situation?

Student Declaration

I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information. I certify that to the best of my knowledge, the information supplied on this form is true and correct. I am lodging this form no later than **three** university working days after the due date of exam(s) listed for special consideration.

Name	
Signature	
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Partner Provider Recommendation

Partner Provider Institution	
Name	
Position	
Recommendation	<input checked="" type="radio"/> Recommended <input type="radio"/> Not recommended

If not recommended, please provide explanation:

Signature	
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Dean or School Delegate

Name		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature		Date student or partner notified	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

PRINT THIS FORM,
 and sign and date in the space provided above. Hand in to **Student HQ** (with any relevant certificates/evidence) for processing.
Online Students: Submit application and supporting documents via email to specialcon@federation.edu.au

Office Use Only

Received by:	
Position:	
Supporting documents provided	<input type="radio"/> Yes <input type="radio"/> No
Signature:	
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

