

APPLICATION FOR SPECIAL CONSIDERATION

INSTRUCTIONS

1. Please read the attached rules relating to Special Consideration prior to completing this form.
2. Applications **MUST** be received by Student Administration and Services **NO LATER THAN FIVE WORKING DAYS AFTER YOUR FINAL EXAMINATION** in the relevant examination period.
3. A written statement outlining your reason for this request and original supporting documentary evidence **MUST** accompany this form. Your application cannot be considered without supporting documentation (e.g. Medical Certificate, a current treating health professional report, letter from College Principal, Police Report, NRMA report, letter from employer etc).
4. Please note that you may only apply for Special Consideration **OR** a Special Examination.
5. Return this application form and supporting documentation to the Student Administration and Services. **Please use BLACK or BLUE PEN.**
6. If you have not/will not sit the exam you **MUST** apply for a Special Exam using the form at:
www.une.edu.au/exams/app-special-examination.pdf

PERSONAL DETAILS (Must be completed)

Student Number:

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Family Name:		Given Name(s):		Title:	
Contact phone:		Date of birth:			
Course name:		Faculty:			

EXAMINATION(S) FOR WHICH YOU ARE SEEKING A SPECIAL CONSIDERATION

Unit Code	Unit Name	Exam Date	Did/will you sit for the exam on the exam date
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach to this form your statement and relevant independent documentation

Student's Signature: _____ Date: _____

SPECIAL CONSIDERATION - Information for Applicants

What is Special Consideration?

If you attended your exam, and your exam performance was affected due to circumstances which were beyond your control, then you may be eligible to apply for Special Consideration.

Special Consideration means that your circumstances may be taken into account when your exam is marked and is worth a maximum of 3% of your final grade for the unit.

- *Arriving late to your exam because you misread your exam timetable is not grounds for Special Consideration*
- *Sitting consecutive examinations is not a sufficient reason for Special Consideration*

If you **did not attend** the exam due to your situation, then you should apply for a *Special Exam* (a deferred or re-sit exam). For further details read the *UNE Special Assessment Policy*.

What supporting evidence will I need?

All applications must include supporting documentary evidence to prove your case, and a cover letter explaining your situation. This must be submitted with your application **OR IT WILL NOT BE CONSIDERED**.

Medical certificates must include the following:

- The date you consulted your doctor
- The state or extent of your medical condition
- The period covered by your medical certificate

We do not require specific information on the nature of your medical condition.

Other types of supporting evidence include:

- A supporting letter from a minister of religion, a solicitor, a Head of College (not a college tutor), the Oorala Centre, relevant health professional, Police Report, employer, etc
- A statement from the NRMA, RACV, RACQ etc
- In exceptional circumstances UNE will accept a formal Statutory Declaration signed by a Justice of the Peace

When must I apply – is there an Application Deadline?

Applications must be received by Student Central no later than five (5) working days after your final examination. Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission.

Applications may be rejected purely because they are late so it is important to get your application in on time.

How will I know the outcome of my application?

You will be notified by mail of the outcome of your application. If approved, your grade when released will be inclusive of any consideration. If after consideration is applied, you still do not achieve a passing mark, your unit coordinator may use their discretion to approve a **Special Examination** for you, which is a chance to re-sit the exam in the following examination period.

Where do I submit my application?

The preferred method for submitting your application is via **AskUNE**, please be sure to attach your supporting documentation. Or alternatively you may submit your application and supporting documentation by fax to: **(02) 6773 4400** or mail to 'Student Central, Lamble Building, UNE NSW 2351'. It is a good idea to keep a copy of your application.