

## Application for special consideration

### INSTRUCTIONS

1. Please read the attached rules relating to Special Examinations prior to completing this form
2. 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, Counsellor's Report, letter from College Principal).
3. Return this application form, completed in **BLACK** pen, and supporting documentation to the Graduate School of Business.
4. Applications **MUST** be received by the Graduate School of Business **NO LATER THAN** five working days after your final examination in the relevant examination period.
5. If you have not/will not sit the exam you **MUST** apply for a Special Exam using the form at <http://www.une.edu.au/exams/app-special-examination.pdf>
6. Please note that you may only apply for a Special Examination OR Special Consideration

### PERSONAL DETAILS (Must be completed)

**Student Number:**

Title: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Please attach to this form your statement and relevant independent documentation

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Information for Applicants

# Special consideration

For further details on the UNE Special Assessment Policy see

<http://www.une.edu.au/rmo/policies/acad/specialassess.pdf>

### What is Special Consideration?

If your circumstances do not merit a Special Examination you may apply for Special Consideration so that the Unit Coordinator can apply some discretion when marking your paper. The Faculty will determine whether you should be awarded Special Consideration based on your application and on advice supplied by the relevant School. If you have not/will not sit the exam you MUST apply for a Special Exam using the form at:

<http://www.une.edu.au/exams/app-special-examination.pdf>

### What supporting evidence will I need?

All applications need supporting evidence. This must be submitted with your application or it cannot be considered.

#### Medical certificates including:

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

**NB The medical certificate must cover the date(s) of the exam(s)**

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 Director of the Oorala Centre, a counsellor, psychologist, employer etc
- A statement from the NRMA, RACV, RACQ etc.
- In exceptional circumstances the School will accept a Statutory Declaration.

### When must I apply - is there an Application Deadline?

Applications for Special Consideration must be received by the School no later than five (5) working days after your final examination. Late applications will only be considered in exceptional circumstances and you must explain why your application is late.

Applications received after examination results have been released will be treated as appeals under the Student Appeals Policy

<http://www.une.edu.au/policies/pdf/studentappealspolicy.pdf>

### Will I receive further communication about my application?

You will not receive specific advice in relation to your Special Consideration application. You will be advised of the final result for the unit on your examination results notification.

### Where do I submit my application?

Send your application with the original independent documentation to:

The Graduate School of Business  
University of New England  
Armidale, NSW, 2351