



**TIMELINES, DEFINITIONS and notes**

- **Definition of a SET** – an extension on an assignment where the new due date falls after the teaching period has finished (ie exam period has started). **Exception** - Unit Coordinators may grant 'normal' extensions (2 weeks) for assignments normally due just prior to the exam period without using the 'Special' extension of time process
- **Applications for special exam/special consideration** due 5 working days after last exam
- **Applications for Special Extension** on assignment due 5 working days after end of teaching period
- Applications may be rejected purely for being late, unless they are accompanied by a reasonable explanation for the late submission (eg waiting for Dr appointment, unable to submit on time due to nature of the situation etc)
- DO NOT encourage students to submit application without supporting docs just to meet deadline, reasonable explanation of lateness with docs is OK
- SAS will process every application received, including late ones, up to Schools to reject or approve
- It is not possible to defer an exam twice (ie if a student cannot attend or fails their special exam, they may not apply to have a further resit)
- It is possible to apply for special consideration on a special exam if circumstances warrant it (ie venue noise or disruption affects students performance during their special exam)

**Special Extension of Time**

- Maximum Extension allowable is the last teaching day of the following trimester (or 12 months for PRACs),
- Be sure to specify the SET date you are allowing or Exams Office will default the maximum (!)
- Relevant grade is SET (this will allow extended access to Moodle and advise other areas of UNE why the result is outstanding)

**NO**

- Allow a special exam
- The correct grade for a special exam you want SAS to arrange is SPE. This grade will ensure inclusion in the following exam timetable
- If you wish to hold the special exam within School arrangements, the correct grade is SPS
- Please specify what type of Special Exam you have approved when responding to Exams Office
- Both grades will provide the student with extended access to Moodle

**YES**

- No need for another exam to be granted unless student must increase GPA for admission to honours
- Consider granting special consideration instead

**NO**

- Consider approving a special exam instead, the student does NOT need to provide another application for this to occur
- Correct grade to reflect special exam is SPE – this will ensure inclusion on the next exam timetable and allow for extended Moodle access

**Special Consideration**

- Maximum allowance is 3% overall
- If approved, mark and grade should reflect this addition even if they have already passed