



**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)