



APPLICATION FOR SPECIAL CONSIDERATION

INSTRUCTIONS

For your Special Consideration application to be assessed you must:

1. Complete the fields in the section below
2. Attach a personal statement outlining the reason for your request
3. Supply supporting documentary evidence
4. Submit these documents to Student Central via [AskUNE](#) according to the deadlines

Additional information to assist you can be found on Page 2 of this form.

PERSONAL DETAILS (Must be completed)

Student Number:

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Given Name(s):		Family Name:	
Contact phone:		Date of birth:	
Course name:		Academic School:	

EXAM(S)/ASSESSMENT(S) FOR WHICH YOU ARE SEEKING SPECIAL CONSIDERATION

Unit Code	Assessment Type (exam/assignment/quiz)	Assessment Submission or Exam Date	Did/will you submit your assessment or attend the exam on the expected date?	
			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 <input type="checkbox"/>

I understand the requirements for this application and will submit;

- This application form
- My personal statement
- Supporting documentary evidence

Student's Signature: _____ **Date:** _____

SPECIAL CONSIDERATION

Information for Applicants

What is Special Consideration?

If you have attended your exam or submitted your assessment by the submission date, and your 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/assessment is marked and is worth a maximum of additional 3%.

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).

- **Arriving late to your exam because you misread your exam timetable is not grounds for Special Consideration**
- **Sitting consecutive exams is not a sufficient reason for Special Consideration**
- **You may only apply for either Special Consideration OR a Special Exam/Special Extension of Time for each assessment item**

If you have not/will not be able to submit your assessment by the submission date you may consider requesting an extension. Please refer to your Academic School's assignment extension information for more details on this process.

What supporting evidence will I need?

All applications must include written supporting documentary evidence provided by an external source, and a personal statement explaining your situation. These 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 effect your medical condition had on your academic performance
- The length of time your medical condition effected your assessment performance/completion

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

Other types of supporting evidence include:

- A supporting letter from a relevant health professional, a minister of religion, a solicitor, a Head of College (not a college tutor), the Oorala Centre, 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 working days after your final exam for the teaching period. Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission.

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

Where do I submit my application?

Via [AskUNE](#), is the preferred method for submitting your application, please be sure to attach your supporting documentation and personal statement.

Alternate methods of submitting your application;

Fax to: **(02) 6773 4400**

Mail to: 'Student Central, Lamble Building, UNE NSW 2351'.

Submit a copy to the Student Central Counter in the UNE Dixson Library on Campus.

How will I know the outcome of my application?

You will be notified via your UNE email 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, the Head of your Academic School or delegate 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.