**APPLICATION FOR SPECIAL CONSIDERATION.**

What Is A Special Consideration?   
  
Students whose ability to submit or undertake an assessment task is affected by sickness, misadventure or other circumstances beyond their control, may be eligible for Special Consideration in an assessment.

When Must I Apply – What’s The Application Deadline?

Applications for Special Consideration must be submitted within three working days of the published due date of the assessment task. 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 very important to get your application in   
on time.

When reviewing applications for Special Consideration, particular attention will be given to the progression and completion of students with equity considerations.

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

Please note, 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, Police Report, employer, etc.
* A statement from the NRMA, RACV, RACQ etc.

In exceptional circumstances KIHE will accept a formal Statutory Declaration signed by a Justice of the Peace.

Who Do I Submit My Application To?

Applications for Special Consideration for an assessment must be made to the Course Coordinator using this application form.

When considering the application for Special Consideration, the Course Coordinator will normally take into account one or more of the following:

* your performance in other assessment tasks in the unit;
* the severity of the event;
* your academic standing in other units and in the course; and/or
* any history of previous applications for Special Consideration, especially where they indicate a chronic problem.

Special Consideration will not be given when the condition or event is unrelated to your performance in a component of the assessment, or when it is considered not to be serious or within your control.

How Will I Know The Outcome Of My Situation?   
  
You will be notified via your KIHE email of the outcome of your application.

If an application for Special Consideration is accepted, any one of the following outcomes may be appropriate:

* no action is taken;
* additional assessment or a supplementary examination is undertaken. Additional assessment may take a different form from the original assessment. If you are granted additional assessment, the original assessment may be ignored at the discretion of the Course Coordinator. Consequently, a revised mark based on additional assessment may be greater or less than the original mark;
* marks obtained for the completed assessment tasks are pro-rated to achieve a final percentage result;
* the deadline for assessment is extended;
* you are allowed to discontinue from the unit of study without academic penalty.

**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 your Course Coordinator according to the deadlines outlined above.

PART A: Student Details.

|  |  |
| --- | --- |
| **Student Full Name** |  |
| **Student Number** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Campus** | Select your campus. |
| **Are you a Domestic or International Student?** | Select student type. |

#### **PART B: Course Details.**

|  |  |
| --- | --- |
| **Course Name** |  |
| **Trimester** | Select your trimester. |
| **Year** | Select your year. |

#### **PART C: Exams/Assessments Which You Are Seeking Special Consideration.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit Name and Code** | **Assessment Number and Type (e.g exam, assignment, quiz)** | **Assessment Submission or Exam Date** | **Did/will you submit your assessment or attend the exam on the expected date?** | | | |
|  |  |  |  | Yes |  | No |
|  |  |  |  | Yes |  | No |
|  |  |  |  | Yes |  | No |
|  |  |  |  | Yes |  | No |

PART D: Supporting Documentation.

Please attach any supporting documentation when submitting this application. 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.

PART E: Student Declaration.

|  |  |
| --- | --- |
|  | I declare that the information I have provided on this application is correct. I  understand that if I make any false or misleading statements, I may be liable  for disciplinary action. |

Office use only: DO NOT ACCEPT if the Student Declaration box is not ticked.

This form and supporting documentation should be submitted to your Course Coordinator.