


<p>POL/2008/00603</p>  <p>Application for special consideration</p>	<p>PERSONAL DETAILS Please complete using blue or black ink.</p> <p>Student no. Date of birth (dd/mm/yy)</p> <hr/> <p>Family name Given name/s</p> <hr/> <p>Program name Program code</p> <hr/> <p>Contact no. School</p> <hr/> <p>Full-time or Part-time (please circle)</p> <p>Program type: <input type="checkbox"/> Prep <input type="checkbox"/> TAFE <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate</p>
<p>This form is to be used when applying for special consideration in exams, tests or lab-based assessments. It is also to be used when applying for an extension of more than seven calendar days from the original due date for submission of assignments, projects or essays.</p> <p>Eligibility Students may apply for special consideration on a range of medical, non-medical or compassionate grounds where they experience unexpected or extenuating circumstances of a serious nature which:</p> <p>(a) prevented them from submitting assessable task/s; or (b) prevented them from attending an examination; or (c) substantially affected their performance in the above.</p> <p>Special consideration is not intended to cover pre-existing conditions. The application must clearly demonstrate that it meets the eligibility criteria as identified in section 2 of the <i>Special consideration policy</i> at www.rmit.edu.au/students/specialconsideration The granting of special consideration is NOT automatic but is decided on the basis of your application and the evidence supplied. Please note: misreading the exam timetable is not grounds for special consideration; and grading consideration is no longer an available outcome of special consideration.</p> <p>This process does NOT apply to:</p> <p>(a) students seeking extensions of time of up to seven calendar days or less after the original submission due date. A separate <i>Application for extension of time for submission of assessable work form</i> (available from www.rmit.edu.au/students/forms) must be completed. These applications are lodged with the school that offers the course one working day before the assessment deadline. (b) research students. Higher degrees by research students should contact their supervisor to discuss support.</p>	
<p>INSTRUCTIONS</p> <p>Lodgement options Applications must be lodged no later than two working days after the due date of the earliest examination or assessment for which you are seeking special consideration.</p> <p>If you are unable to obtain your supporting documentation by this deadline you must still lodge your application but include a statement advising that your supporting documentation will follow. You have a maximum of five working days from the date the application was lodged to submit your supporting documentation.</p> <p>An application may be lodged as follows:</p> <ul style="list-style-type: none"> - online - from March 2010 you will be able to complete an application online (including uploading supporting documents). For details visit www.rmit.edu.au/students/specialconsideration - at the Hub (or local administration office for offshore students) - via email to special.consideration@rmit.edu.au - via facsimile to +61 3 9925 8845 - via mail to Special Consideration, Academic Registrar's Group, RMIT University, GPO Box 2476, Melbourne Vic 3001 <p>Please do not complete a new application form when submitting supporting documentation. Attach a sheet to your supporting documentation listing your student number, date of birth, family and given names when lodging by one of the methods listed. Please retain copies of your application and supporting documentation.</p> <p>Resit of assessments: Please do not submit an application seeking resit of assessment/s until after the assessment when the impact on your performance can be evidenced.</p> <p>Applicants for special examination seating arrangements must complete the <i>Equitable assessment arrangement form</i> available at www.rmit.edu.au/students/forms at least four weeks prior to the assessment.</p>	
<p>Completing a paper-based form When using the paper-based form, please ensure you complete the following:</p> <ol style="list-style-type: none"> 1. Provide complete details for each assessment in a course for which you seek special consideration (Section A). 2. Provide detailed reasons for your grounds for special consideration (Section B). <p>Supporting documentation - An application for special consideration must be accompanied by independent substantiating documentation. If you are applying on medical/psychological grounds, you must ensure that the Impact Assessment Statement section of this form (page 4) is completed by an independent qualified practitioner. The frequently asked questions on the AskRMIT web page provide guidance on the types of documentation normally accepted. See AskRMIT at www.rmit.edu.au/askrmit.</p> <ol style="list-style-type: none"> 3. Sign and date the student declaration (Section C). <p>Your notification of application outcome will be sent within 10 working days via your RMIT student email account. It is your responsibility to check that account regularly and to ensure that it is able to receive mail.</p> <p>Extensions of more than seven calendar days from the original due date for submittable work (i.e. assignments, projects, etc.): It is expected that you will continue to progress that work and submit it as soon as possible whilst your application is under consideration.</p> <p>Late applications will only be considered in exceptional circumstances. Such applications must contain a detailed explanation of the reasons for being late, supported by valid documentary evidence, and be submitted to academic.registrar@rmit.edu.au</p> <p>More information: www.rmit.edu.au/students/specialconsideration</p>	
<p>Owner: Assessment Support Application for special consideration 0710 Page 1 of 5</p>	

Welcome to the RUSU Cheat Sheet Series. We've laid out everything nice and clear, with helpful and important hints, tips and explanations so that you can blitz your application.

The following pages will help you through successfully completing your Application for Special Consideration form.

However if you are still unsure, worried, struggling or simply have a nagging question you need answered, email us at student.rights@rmit.edu.au, call us on 03 9925 5004 or come and see us at any of our front counters and we can talk you through the process or book you in to see our Student Rights Officers.

RUSU front counters

Bourke Street (Tivoli) – 108.3.33 (Monday – Thursday 9.30am - 4.30pm)

Brunswick – 514.02.08 (Monday and Tuesday 9.30am - 4.30pm)

Bundoora – 204.02 (Monday – Friday 9.30am - 4.30pm)

Carlton – 57.04.14 (Wednesday and Thursday 9.30am - 4.30pm)

Swanston Street (City) -8.03.01 (Monday – Friday 9.30am - 4.30pm)

So you are lodging an application for special consideration?

Here are the three most important things you need to know.

1. Special Consideration Applications need to be submitted **no later than two working days** after the due date of the earliest examination or assessment for which you are seeking special consideration – however you have 5 working days from the date you lodge your application to lodge your documentation (i.e. medical certificates, death certificates).
2. If you are applying on medical or psychological grounds an Impact Assessment Statement (page 4) must be submitted, and realistically for the application to be considered your doctor needs to have ticked Total Incapacitation or Severe Impact On Academic Assessment. Because of the way the impacts are worded, the other categories do not indicate that you could not complete or attend assessments.

		Application for special consideration Student no. _____ Full-time or Part-time (please circle)	
SECTION A – PLEASE LIST FULL DETAILS OF ALL COURSES FOR WHICH YOU ARE SEEKING SPECIAL CONSIDERATION			
COURSE 1			
Course Code	Catalogue Number	Course Title	
For example:			
M	A	T	H 1 2 3 4 C Introduction to Mathematics
Complete ONE of the following:			
(a) Examinations or tests only:		Is the assessment a formal exam or test? (tick one) <input type="checkbox"/> Exam <input type="checkbox"/> Test	
Date of exam/test: ____ / ____ /20____ Weight of assessment: ____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small> Did you sit the exam/test? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No OR Do you intend to sit the exam/test on the above date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please note that applications to resit are not considered until the impact on your performance in the scheduled assessment has been evidenced. Applications must be submitted within two working days of assessment as per standard requirements.</small>		Requested adjustment (tick one) <input type="checkbox"/> deferred assessment (i.e. have NOT/will NOT sit on above date) <input type="checkbox"/> resit assessment (i.e. have sat on above date but seeking another opportunity) <input type="checkbox"/> alternative assessment <small>Please note that grading consideration is no longer an available outcome of special consideration.</small>	
OR (b) Other assessment types:		Assessment type: <input type="checkbox"/> assignment <input type="checkbox"/> presentation <input type="checkbox"/> lab <input type="checkbox"/> other (please specify): _____ <input type="checkbox"/> online _____ <input type="checkbox"/> practical _____	
Due date of assessment: ____ / ____ / 20____ Did you submit any of the work on the due date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Is the work currently in progress? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Weight of assessment: ____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small> Was the assessment (tick one) <input type="checkbox"/> individual? <input type="checkbox"/> group work?		Requested adjustment (tick one) <input type="checkbox"/> extension of time – proposed due date: ____ / ____ /20____ <small>(more than seven calendar days from the original due date)</small> <input type="checkbox"/> deferred assessment <input type="checkbox"/> alternative assessment	
COURSE 2			
Course Code	Catalogue Number	Course Title	
For example:			
M	K	T	G 1 0 4 1 Marketing Communication
Complete ONE of the following:			
(a) Examinations or tests only:		Is the assessment a formal exam or test? (tick one) <input type="checkbox"/> Exam <input type="checkbox"/> Test	
Date of exam/test: ____ / ____ /20____ Weight of assessment: ____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small> Did you sit the exam/test? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No OR Do you intend to sit the exam/test on the above date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please note that applications to resit are not considered until the impact on your performance in the scheduled assessment has been evidenced. Applications must be submitted within two working days of assessment as per standard requirements.</small>		Requested adjustment (tick one) <input type="checkbox"/> deferred assessment (i.e. have NOT/will NOT sit on above date) <input type="checkbox"/> resit assessment (i.e. have sat on above date but seeking another opportunity) <input type="checkbox"/> alternative assessment <small>Please note that grading consideration is no longer an available outcome of special consideration.</small>	
OR (b) Other assessment types:		Assessment type: <input type="checkbox"/> assignment <input type="checkbox"/> presentation <input type="checkbox"/> lab <input type="checkbox"/> other (please specify): _____ <input type="checkbox"/> online _____ <input type="checkbox"/> practical _____	
Due date of assessment: ____ / ____ / 20____ Did you submit any of the work on the due date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Is the work currently in progress? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Weight of assessment: ____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small>		Requested adjustment (tick one) <input type="checkbox"/> extension of time – proposed due date: ____ / ____ /20____ <small>(more than seven calendar days from the original due date)</small>	

3. Documentation, Documentation, Documentation!!!!

Key terms

Deferred Assessment; or an extension - www.rmit.edu.au/browse;ID=j38lcj24vjh8z

On this page you lay out what subjects you are applying for special consideration for and your preferred outcome.

You can apply for up to 4 courses with the standard document; if you need to apply for more than this you should book an appointment to see a Student Rights Officer for additional help.

An important thing to remember is that if the whole semester has been a bit of a disaster, a write off because you have been unable to meet your study commitments for an extended period, you may want to consider requesting to withdraw from your course without academic penalty. This is an option you can request if you have been in a situation where your circumstances have been long term and prevented your study, and there just isn't a box you can tick, you will have to ask in your statement letter. This does mean that you will have to repeat the semester, but hopefully it will mean that you will repeat on a clean slate without an 'N' on your transcript. If you think this is the best option for you, make sure to come and see a RUSU Student Rights Officer.

Extensions of less than 7 days

If you want an extension for less than seven days from the original due date of an assessment, you should be applying first for an extension of time through your school. It must be lodged no more than one day before its due date. It can not be used for exams, tests or lab based assessments.

Links

Policy details for extension of time - www.rmit.edu.au/browse;ID=7usdbki1fjf31

Application for extension of time form - <http://mams.rmit.edu.au/seca86tti4g4z.pdf>

		Application for special consideration Student no. _____ Full-time or Part-time (please circle)
SECTION A – PLEASE LIST FULL DETAILS OF ALL COURSES FOR WHICH YOU ARE SEEKING SPECIAL CONSIDERATION		
COURSE 3		
Course Code	Catalogue Number	Course Title
For example:		
C	O	S
2	2	2
7		
Photography for the Technologist		
Complete ONE of the following:		
(a) Examinations or tests only:		Is the assessment a formal exam or test? (tick one) <input type="checkbox"/> Exam <input type="checkbox"/> Test
Date of exam/test: ____ / ____ /20____		Requested adjustment (tick one) <input type="checkbox"/> deferred assessment (i.e. have NOT/will NOT sit on above date) <input type="checkbox"/> resit assessment (i.e. have sat on above date but seeking another opportunity) <input type="checkbox"/> alternative assessment <small>Please note that grading consideration is no longer an available outcome of special consideration.</small>
Weight of assessment: _____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small>		
Did you sit the exam/test? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No OR Do you intend to sit the exam/test on the above date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please note that applications to resit are not considered until the impact on your performance in the scheduled assessment has been evidenced. Applications must be submitted within two working days of assessment as per standard requirements.</small>		
OR (b) Other assessment types: Due date of assessment: ____ / ____ / 20____ Did you submit any of the work on the due date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Is the work currently in progress? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Weight of assessment: _____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small> Was the assessment (tick one) <input type="checkbox"/> individual? <input type="checkbox"/> group work?		
Assessment type: <input type="checkbox"/> assignment <input type="checkbox"/> presentation <input type="checkbox"/> lab <input type="checkbox"/> other (please specify): _____ <input type="checkbox"/> online _____ <input type="checkbox"/> practical _____		Requested adjustment (tick one) <input type="checkbox"/> extension of time – proposed due date: ____ / ____ /20____ <small>(more than seven calendar days from the original due date)</small> <input type="checkbox"/> deferred assessment <input type="checkbox"/> alternative assessment
COURSE 4		
Course Code	Catalogue Number	Course Title
For example:		
E	E	T
2	0	9
4		
Computer Network Engineering		
Complete ONE of the following:		
(a) Examinations or tests only:		Is the assessment a formal exam or test? (tick one) <input type="checkbox"/> Exam <input type="checkbox"/> Test
Date of exam/test: ____ / ____ /20____		Requested adjustment (tick one) <input type="checkbox"/> deferred assessment (i.e. have NOT/will NOT sit on above date) <input type="checkbox"/> resit assessment (i.e. have sat on above date but seeking another opportunity) <input type="checkbox"/> alternative assessment <small>Please note that grading consideration is no longer an available outcome of special consideration.</small>
Weight of assessment: _____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small>		
Did you sit the exam/test? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No OR Do you intend to sit the exam/test on the above date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Please note that applications to resit are not considered until the impact on your performance in the scheduled assessment has been evidenced. Applications must be submitted within two working days of assessment as per standard requirements.</small>		
OR (b) Other assessment types: Due date of assessment: ____ / ____ / 20____ Did you submit any of the work on the due date? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Is the work currently in progress? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No Weight of assessment: _____% <small>(i.e. how much does this exam or test count towards your overall grade for this course?)</small>		
Assessment type: <input type="checkbox"/> assignment <input type="checkbox"/> presentation <input type="checkbox"/> lab <input type="checkbox"/> other (please specify): _____ <input type="checkbox"/> online _____ <input type="checkbox"/> practical _____		Requested adjustment (tick one) <input type="checkbox"/> extension of time – proposed due date: ____ / ____ /20____ <small>(more than seven calendar days from the original due date)</small> <input type="checkbox"/> deferred assessment <input type="checkbox"/> alternative assessment

Hint

There are lots of parts to the last page and this one. While they are fairly straightforward it is easy to miss filling something in, so get a friend, family member or RUSU to check over the pages to make sure that you haven't missed anything important.

Not sure?

This information should be in your course guide/outline that you should have received at the start of the year. You should be able to find this again on blackboard, the RMIT website or get it from your faculty.

Application for special consideration Student no. _____ Full-time or Part-time (please circle)

SECTION B – MEDICAL OR HEALTH GROUNDS – IMPACT ASSESSMENT STATEMENT

PART 1 – MEDICAL GROUNDS

Note: For your application to be considered on medical/health grounds, all fields of this statement must be completed by an independent registered medical/health practitioner. To support the Impact assessment statement, you may also include a supporting letter from an independent registered practitioner, however a standard medical certificate is insufficient.

I agree to my health/professional practitioner providing clarification of the following information to RMIT University.

Signature of student _____
Date (DD/MM/YY)

MEDICAL/HEALTH PRACTITIONER TO COMPLETE THIS SECTION

Special consideration is a variation to an assessment/s which may be granted by the University and takes into account the impact of unexpected or extenuating circumstances that have **severely** affected a student's performance in assessment or prevented them from attempting the assessment/s.

On (date/s of consultation) _____

I, _____ (name) a registered medical/health professional practitioner
examined _____
Student name in BLOCK LETTERS

I have determined that he/she is suffering from: _____ diagnosis to be provided with student's consent
OR
 The student states that he/she is suffering from: _____ description/name of condition

Is the condition (please tick one): temporary short-term (3–6 months) ongoing* permanent* episodic

Is the impact of the condition (please tick one): fluctuating constant improving deteriorating

IMPACT ON ACADEMIC ASSESSMENT The impact of the condition on the student's ability to sit/complete the assessment/s is:

Tick	Impact	From (insert date)	Until (insert date)
<input type="checkbox"/>	TOTAL INCAPACITATION: Where the impact of the condition is extremely serious in nature and the student is affected to the extent that to sit/complete the assessment/s is not possible (e.g. bedridden, hospitalised).		
<input type="checkbox"/>	SEVERE IMPACT ON THE ACADEMIC ASSESSMENT: Where the impact of the condition is serious in nature and the student cannot complete the assessment/s or the level of performance is severely affected.		
<input type="checkbox"/>	MODERATE IMPACT ON THE ACADEMIC ASSESSMENT: Where the impact of the condition has caused some discomfort but has not had a severe impact on the student's ability to undertake the assessment/s.		
<input type="checkbox"/>	MINOR IMPACT ON THE ACADEMIC ASSESSMENT: Where the impact of the condition is not severe and has not had a significant impact on the student's ability to undertake the assessment/s.		
<input type="checkbox"/>	NO IMPACT ON THE ACADEMIC ASSESSMENT: Where the condition does not have an impact on the student's ability to complete the assessment (e.g. normal range of anxiety about sitting an exam).		
<input type="checkbox"/>	UNABLE TO ASSESS THE IMPACT ON THE ACADEMIC ASSESSMENT: The impact of the condition is not able to be determined (i.e. the condition cannot be diagnosed; there is no visible/prevalent condition).		

Outcomes: Approved applications may provide a student a deferred/resit exam/test, alternative arrangement, extension of time or, in certain circumstances, a late withdrawal without academic penalty. (Grading consideration is not an approved RMIT outcome.)

*Please note that Melbourne-based students with ongoing or permanent conditions may apply for an equitable assessment arrangement for their continuing studies. Equitable assessment arrangements are planned, proactive arrangements to support students with ongoing circumstances while special consideration is a reactive process to compensate students for unexpected illness or hardship.

Medical/health practitioner's name _____

Registration no. _____

Address of practice _____

Telephone no. _____ _____
Medical/Health practitioner's stamp

Important things to remember when filling in Section B

Medical

While the panel will also accept additional supporting letters or medical certificates, you must have this form completed by a medical practitioner. If you are in a position of only getting one or the other, definitely get the form filled in first as this holds more weight for medical conditions. That said if you have both, submit both.

Tick boxes


While your submission should be considered, irrelevant of what box is ticked by the doctor, history has indicated that it is more likely to be considered if the top two, total incapacitation or severe impact on the academic assessment, are ticked. This is due to the wording used to describe the categories, which differs slightly from what a doctor may consider severe or total incapacitation. If in doubt talk to your doctor and go through the options carefully, let them know how your illness is impacting your study or attendance of exam(s) and explain that this is what the boxes refer to.

From – until

Seems pretty easy, right? Make sure the dates listed include the date of the exam or assessment, otherwise it won't be considered.

Privacy

The panel can call your doctor, but remember that the doctor cannot divulge any information without your consent due to privacy laws.



Application for special consideration Student no. _____ Full-time or Part-time (please circle)

PART 2 - NON-MEDICAL GROUNDS

A detailed statement of the grounds for your application **must** be provided below and/or attached. Supporting documentation/evidence of the situation and impact of this circumstance on your ability to study or undertake the required assessment/s **must** be attached.

SECTION C - STUDENT DECLARATION

For Melbourne based students:

I currently have an Equitable assessment arrangement (EAA) in place: Yes No
 An EAA is a proactive course assessment adjustment for a pre-existing condition. For more information see www.rmit.edu.au/students/equitableassessment

All students:

Documentary evidence in support of my application:
 is attached or
 will follow. (Documentary evidence **must be submitted within five working days of your application.**)

I understand that my student email inbox must be able to receive incoming email, i.e. maximum storage limits have not been reached.

I declare the information provided by me is true and correct in every detail. I acknowledge that RMIT University reserves the right to confirm the information provided and may vary or reverse any decision regarding special consideration on the basis of incorrect or incomplete information.

I give consent for the University to contact my treating practitioner and/or other person or organisation named in supporting documentation to confirm/clarity the information provided and for the practitioner or other person/organisation to provide information limited to its impact on my ability to complete the assessment tasks described in my application for special consideration. I understand I may be asked to provide a more specific consent to disclosure of the information should this be required by the University.

I also give consent for my supporting documentation to be referenced in any remissions process that I may initiate.

I understand that it is my responsibility to establish sufficient grounds for special consideration and to provide the evidence to support these grounds.

I understand that incomplete and unsupported applications cannot be considered by the University and that provision of false or misleading information is grounds for disciplinary action.

An example of how to complete a statement letter can be picked up from any RUSU office or online at www.su.edu.au/student-rights

If you're all good to go, simply remember the following questions of what, when and how:

- What happened to affect your study, prevent you from attending your exam/assessment?
- When did this occur and for how long?
- How did it affect you and your study?
- It worked in English when you had to write and will still help now to you provide all the information you should cover in the letter.

You need evidence to support your case, here are some examples:

- Family tragedy** Death certificates, statutory declarations, counsellor letters, doctors letters
- Housing problems** New Lease, rental agreements, eviction notices
- Financial problems** Bank statements/letters, debtors notices, bankruptcy documents
- Victim of Crime** Police statements, insurance claims
- Other non medical** Statutory declarations, counsellor letters, etc

Counselling

Go talk to the RMIT counsellors about what's been happening and how this is affecting you. You will need to book an appointment and there may be a wait. It's confidential, free for RMIT students and they will take you seriously. Remember, this is not simply a way to get someone to write you a support letter after one brief chat.

The RMIT counsellors can be contacted at:
 Phone + 61 3 9925 4365, 9am-5pm, Monday - Friday
 Or visit them at Building 74 (52 Cardigan Street, Carlton), City campus or Building 202, Bundoora campus.

Copies of your application

Keep copies of all your documents and make sure to get a receipt off the hub for when you submit your special consideration application

Make sure to get your application in on time, within 48 hours before or after your assessment due date or exam. Evidence can be submitted later if you can't collect it all in 48 hours, but will need to be submitted within 5 working days of your application submission.

If in doubt about anything in this form make sure to contact RUSU
Student Rights at:

E/ student.rights@rmit.edu.au

T/ 03 9925 5004

In person at a RUSU office during office hours:

City - building 8 level 3 room 1 (Mon-Fri)

Brunswick - building 514 level 2 room 8 (Mon & Tue only)

Carlton - building 57 level 4 room 14 (Wed & Thur only)

Bundoora - building 204 level 2 (Mon-Fri)

Bourke street - building 108 level 3 room 33 (Mon-Thur)