

Special Consideration

On-Line Application

User Guide

for

Students

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A. Student Functions

General Information for Students Applying for Special Consideration

A Special Consideration application to be considered by Faculty Administration must have appropriate documentation attached.

Appropriate documentation must have been supplied by a recognized authority. The eligible reasons for seeking special consideration are medical, compassionate or on hardship/trauma grounds.

Medical Grounds - medical grounds include hospitalization, serious injury or chronic illness, and it does not include minor ailments such as headache, colds or minor gastric upsets. A medical practitioner must provide a medical certificate which covers the period affected and the severity of the medical condition when the students studies were affected, and, prevented them from either submitting a piece of assessment by the due date, or, prevented them from sitting for an examination at the time the examination was scheduled. Applications on medical grounds should be presented on the Deakin University Medical Certificate.

Compassionate - compassionate grounds include death of a close family member or family breakdown.

Hardship/Trauma - sudden loss or gain of employment, severe disruption to domestic arrangements or victim of crime may be covered by these grounds. Misreading the timetable, exam anxiety, returning home or taking a vacation during critical times such as examination period are not considered sufficient reasons to apply for special consideration on hardship/trauma grounds.

Students submitting applications on compassionate or hardship/trauma grounds cannot provide only a Statutory Declaration as supporting documentation. Additional documentation such as a death certificate, death notice, police report, insurance claim, letter from an employer or student counsellor must accompany the statutory declaration document.

Useful Links:

General Information:

www.deakin.edu.au/current-students/study-support/special-consideration.php

Frequent Questions:

www.deakin.edu.au/current-students/services/counselling/achieving/special-consideration-faqs.php

Statutory Declaration Form:

www.deakin.edu.au/current-students/assets/resources/study-support/statutory-declaration.pdf

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Medical Certificate

www.deakin.edu.au/current-students/assets/resources/study-support/medcert.pdf

Students My Applications Display

Division of Student Administration
Special Consideration

deakin home > Division of Student Administration > Special Consideration

My Applications **My Applications - Welcome Dsa**

View My History Current Applications

Create Application You have no current applications.

Each student has a display of any current Special Consideration applications in the system. As applications are entered this display is updated with each application being shown in summary. See page 11 under heading “Student Display My Applications”.

1.0 Create an Application and Submit to Faculty Administration

From the “Create an Application” menu prompt the following welcome page is presented. To proceed the student should press the “Read Terms and Conditions” prompt

Seven steps are presented to the student to complete an application.

► Create Application

1. **Terms & Conditions**
2. Student Details
3. Assessment Items
4. Supporting Documents
5. Comments
6. Review Application
7. Application Submitted

Welcome to the Special Consideration online application system.

A Special Consideration application only applies where a serious and exceptional circumstance has occurred that is beyond your control and the circumstance prevents you from performing at your best for a particular piece of assessment.

You are asked to provide verifiable evidence to support the reasons for your application, therefore all applications for Special Consideration must be accompanied by appropriate documentation from a recognised authority. Further supporting documentation would include a death certificate, insurance claim, police report or a letter from your employer.

It is important to note that no application can proceed until the Terms and Conditions have been read and accepted.

Applications on medical grounds should be presented on the Deakin University Medical Certificate.

A Statutory Declaration may accompany your application but is not sufficient in itself and therefore must be accompanied by further support documentation.

Applications without supporting documentation attached will not be considered. You can choose to scan and upload your supporting documentation now or no later than three (3) University working days after the due date of the assessment item or the date of the examination.

Do not use this form to apply for an extension of time for assignments. Contact your Unit Chair directly.

Each assessment item requiring Special Consideration must be applied for on a separate application.

Should you require any assistance with your application then please contact your Faculty Administration.

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Arts and Education <http://www.deakin.edu.au/arts-ed/contacts.php>
Business and Law <http://www.deakin.edu.au/buslaw/staff/campus.php>
HMNBS <http://www.deakin.edu.au/hmnbs/enquiries/index.php>
Science and Technology <http://www.deakin.edu.au/scitech/contact/index.php>

[Read Terms and Conditions](#)

1.1 Terms and Conditions

The Terms and Conditions page consists of an introduction and brief overview of the definition of Special Consideration and the list of terms and conditions the student must accept prior to completing the application.

A number of Special Consideration informational links are provided at the bottom of this page should the student wish to gather more information.

▶ Create Application

1. **Terms & Conditions**
2. Student Details
3. Assessment Items
4. Supporting Documents
5. Comments
6. Review Application
7. Application Submitted

What is Special Consideration?

A student ("applicant") may apply for special consideration if they consider that a serious and exceptional circumstance beyond their control has occurred and has or may prevent them from performing at their best for a particular assessment task.

An applicant may apply for special consideration for an assessment task on medical, hardship/trauma or compassionate grounds. To obtain a further explanation of these grounds [see links below](#).

An application for special consideration filed with the Division of Student Administration will be submitted to the relevant unit chair for determination in accordance with the Assessment (Higher Education) Procedure. To obtain an explanation of possible determinations [see links below](#).

An application may be filed without supporting documentation but will be considered incomplete and **will not** be submitted for determination until supporting documentation is provided. To review acceptable forms of supporting documentation [see links below](#).

It is the applicant's responsibility to ensure that all supporting documentation is filed within the required timeframe.

Information provided on your application for special consideration is collected, used and managed in accordance with the Information Privacy Act 2001 (Vic). Click here to view the [Privacy Statement](#).

Terms and Conditions of Applications for Special Consideration

1. The applicant must be enrolled in the unit(s) for which special consideration is sought.
2. An application for special consideration (the "application") must be made no later than three days after the due date of the assessment task.
3. Filing of an application does not guarantee that special consideration will be granted for the relevant assessment task(s). Deakin University ("Deakin") will advise the applicant in writing of the outcome of their application.
4. The applicant authorizes Deakin staff members involved in the management and assessment of the application to access the applicant's personal and academic records maintained by Deakin to determine the outcome of the application.
5. Supporting documentation must be in form acceptable to Deakin, and submitted without alteration or amendment.
6. Deakin assumes no responsibility for obtaining or confirming information provided in an application, but reserves the right to contact providers of supporting documentation to confirm accuracy and authenticity. The applicant hereby authorizes Deakin to make such inquiries and receive such information required to confirm the accuracy and authenticity of supporting documentation.
7. The applicant must, at Deakin's request, provide original supporting documentation within 7 days of the request being made. Failure to provide original supporting documentation may result in a rejection of the application for special consideration.
8. Applicants are reminded that submitting false information or fraudulent documentation constitutes an act of academic misconduct under the university's legislation. It is also a criminal offence. In addition to penalties which may be imposed by the courts under criminal law, Deakin may also impose sanctions pursuant to its legislation.
9. The student accepts the Terms and Conditions set out above and understands the consequences of submitting false information or fraudulent documents.
10. Special Consideration useful links:
 - [Statutory Declaration Form](#)
 - [Deakin Medical Certificate Form](#)
 - [Privacy Statement](#)
 - [Frequently asked questions about applying for Special Consideration](#)
 - [General information for current students](#)
 - [Disability Resource Centre Information](#)
 - Special consideration hard copy Application Form (available from Faculty)

[I accept the Terms and Conditions](#)

[I do not accept the Terms and Conditions](#)

To proceed with the application the student presses "I accept the Terms and Conditions" button.

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To terminate this process the student presses “I do not accept the Terms and Conditions” button.

1.2 Student and Application Details

Student details are automatically populated from the student enrolment records. These details cannot be altered within this application. If information is incorrect the student should contact Customer Service on the numbers provided or amend details themselves through their Student Connect account. This application process will automatically include any updates to student record details.

The screenshot shows a web interface for creating an application. On the left is a vertical navigation menu with seven steps: 1. Terms & Conditions, 2. Student Details (highlighted), 3. Assessment Items, 4. Supporting Documents, 5. Comments, 6. Review Application, and 7. Application Submitted. The main content area is titled 'Student Details' and contains several input fields arranged in a grid. The fields are: Student ID (999999999), Contact phone (03-5227 2559), Given names (Dsa Test), Email (destu@deakin.edu.au), Surname (ESTUDENT), and Postal Address (C/- 1sg Dsa Deakin University, Pigdons Road, Waurn Ponds Vic 3217). Below the form is a grey box with the text: 'Need to change your student details? Contact customer Service at Melbourne 03 9244 6333 - Geelong 03 5227 2333 - Warrnambool 03 5563 3333 or Deakin Central Office on your campus. OR Change your details via your Student Connect account.'

The application details below are automatically populated where possible. If the student is enrolled in multiple courses the correct course should be selected from the drop down list.

The student must enter:

- The reasons for the application. Multiple reasons can be chosen. At least one reason must be chosen.
- The date range the students study was affected. Dates can be selected using a calendar function or can be manually entered (depending on internet browser used). If date is manually entered date validation will be provided by the process.

The student can select a “yes” or “no” response depending on whether student is registered with the Disability Resource Centre (DRC). Default is “No”.

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Application Details

Date submitted	01/05/2008
Select your course	M300 Bachelor Of Commerce (Geelong Campus At)
What are the reasons you are applying for?	<input checked="" type="checkbox"/> Medical <input type="checkbox"/> Compassionate <input type="checkbox"/> Hardship / Trauma
What date was your study affected from?	01/05/2008 Choose date
What date was your study affected to?	01/05/2008 Choose date
Do you have a Disability Resource Center consideration?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Proceed with application

Further Options

- [Delete application and return to "My Applications"](#)

The “Proceed with application” button progresses to the next step of the application process.

1.3 Select Unit and Assessment Item

The student must select the unit and the assessment task they are making application for Special Consideration for:

- Press on the arrow for all enrolled units. These units are displayed in a drop down list.
- Select the unit to be applied for from the list.
- Press on the arrow for a list of valid assessment items that are connected to the selected unit.
- Select the appropriate assessment item from the list.

The student must enter a date which is the due date for the selected task. Dates can be selected using a calendar function (if provided) or can be manually entered (depending on internet browser used). If date is manually entered date validation will be provided by the process.

The student must select a “Yes” or “No” response for questions on whether the assessment item was submitted or if an examination was sat as well as whether the student consulted the unit chair on the selected assessment item. Default to both questions is “No”.

Select Assessment Item

What is the unit you are applying for?	MAE101 Economic Principles (Melbourne Campus At Burw)
What assessment item you are applying for?	SUM2007 - TEST_ON
What is the due date of the assessment item?	01/05/2008 Choose date
Were you able to submit the item or sit the scheduled exam?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you consulted your Unit Chair on this item?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add to application & proceed

Further Options

- [Delete application and return to "My Applications"](#)

To proceed with the application the student should press the “Add to application and proceed” button.

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The item MAE101 Economic Principles - SUM 2007 / TEST_ON has been added to your application.

Assessment Items Summary

Unit Code	Unit Name	Assessment Item	Campus	Due Date		
MAE101	Economic Principles	SUM 2007 / TEST_ON	Melbourne Campus At Burwood	01/05/2008	edit	remove

Proceed with application

Further Options

- [Save as "Incomplete" and return to "My Applications"](#)
- [Delete application and return to "My Applications"](#)

The student is presented with the “Assessment Item Summary” and can either edit the assessment item or remove and replace as required.

If selection is correct the “Proceed with application” button should be pressed to advance to the next step of the Special Consideration application process.

1.4 Supporting Documentation

The application process requires all supporting documentation to have been scanned into a folder on the user directory. Scanning facilities that enable a document to be sent to the students Deakin email address are available in each campus library and some computer labs. Please check the following website for scanning availability.

<http://www.deakin.edu.au/current-students/it-support/computers-on-campus/facilities-opentimes.php>

The student can elect to attach supporting documentation when creating the application or can complete the application and attach documentation at a later date. Applications without supporting documentation will be given the status of “Awaiting Documentation” and cannot be processed until documentation has been attached by the student

The application and supporting documentation must be submitted for consideration no later than three (3) university working days after the assessment item due date or date of examination.

Create Application

1. Terms & Conditions
2. Student Details
3. Assessment Items
4. **Supporting Documents**
5. Comments
6. Review Application
7. Application Submitted

You are asked to provide verifiable **evidence** to support the reasons for your application, therefore all applications for Special Consideration must be accompanied by appropriate documentation from a recognised authority.

Applications on medical grounds should be presented on the Deakin University Medical Certificate (see link in Terms and Conditions).

Applications without supporting documentation will not be considered and will stay at the status of "Awaiting Documentation" until supporting documentation is attached.

Please note that if you choose to attach supporting documentation now or attach supporting documentation later, all applications, including supporting documentation, must be submitted within three (3) University working days after the assessment item due date or date of examination.

Document scanning facilities are available at the library on each campus.

Upload your supporting documentation now? **Yes** No - I will upload it later.

Further Options

- [Save as "Incomplete" and return to "My Applications"](#)
- [Delete application and return to "My Applications"](#)

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If student selects “No – I will upload it later” the application process proceeds to Step 5.

If student selects “Yes” the following screens appear for the student to select supporting documentation.

The student has further options to save the application to this point at status “Incomplete” or can choose to delete the application to this point from the application system.

If an application is saved as “Incomplete” it will appear on the students “My Applications” page and can be edited and completed at a later date.

Refer to “**Useful Links**” on page 3 of this guide for more information and copies of supporting documentation that requires completion by an approved authority.

To attach documentation:

Student should follow instructions displayed on this screen to browse and select the relevant supporting documentation for their application.

The screenshot shows the 'Supporting Documents' section of the application system. On the left is a navigation menu with the following items: 'Create Application', '1. Terms & Conditions', '2. Student Details', '3. Assessment Items', '4. Supporting Documents' (highlighted), '5. Comments', '6. Review Application', and '7. Application Submitted'. The main content area is titled 'Supporting Documents' and contains the following elements:

- A blue button labeled 'What type of document do you wish to attach?' followed by a dropdown menu currently showing 'Medical Certificate'.
- A blue button labeled 'Select the file you wish to attach.' followed by a text input field containing 't\Documents\Special C' and a 'Browse...' button.
- A note: 'Attached documentation **must** cover the period affected.'
- Two buttons: 'Attach Document' and 'Cancel Document Attachment'.
- An 'Instructions' section with a numbered list:
 1. Obtain a scanned copy of your supporting document and store it in a folder on your computer.
 2. Choose the type of document from the drop down list above.
 3. Click the **Browse** button and locate the scanned document on your computer.
 4. Click the **Attach Document** button to upload and attach the scanned document.
- Text: 'For more information or help on scanning, uploading and attaching a supporting document to your application, please contact your Faculty Administration.'
- Text: 'Allowed document formats are Adobe PDF, JPEG, GIF, PNG, TIFF or BMP image files.'
- Text: 'Maximum upload file size is 8M.'
- A 'Further Options' section with two bullet points:
 - [Save as "Incomplete" and return to "My Applications"](#)
 - [Delete application and return to "My Applications"](#)

Further options are available as previously described.

Supporting Documentation Summary

As the student adds a document the following summary page appears and will display a summary of all documents attached. If further supporting documents are required to be attached to the application the student should press the “Add further documents” button.

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Document **Completed Med Cert.pdf** uploaded successfully.

You are requested to retain all original documents for a period of 2 years in case they are required to be presented at a later date.

Supporting Documentation Summary

Filename	Category		
Completed Med Cert.pdf	Medical Certificate	view	remove

Proceed with application Add further documents

Further Options

- [Save as "Incomplete" and return to "My Applications"](#)
- [Delete application and return to "My Applications"](#)

When all documents are attached the student can continue with their application by pressing the “Proceed with application” button.

1.5 Student Comments

The student can add any further comments that they consider might be required or might further support their application for Special consideration. The comments are entered into a free form text box as shown below.

Comments are not a mandatory field and therefore a student does not have to enter comments for the application to be completed and processed.

Student Comments

Please enter any additional comments you wish to make regarding your application for special consideration:

if required please contact me on 0400 123 456

Proceed with application

Further Options

- [Save as "Incomplete" and return to "My Applications"](#)
- [Delete application and return to "My Applications"](#)

1.6 Student Review of Application

When a student has completed all of the necessary components of an application they have a chance to review the entire application prior to submission to administration for processing.

The data that the student has entered into the application details, assessment items, supporting documentation and comments can be edited, removed and replaced as required.

Editing functions can be completed by selecting the edit prompt next to the heading above each section of the application.

Review Application

Student Details

Student ID	Email
999999999	destu@deakin.edu.au
Given names	Contact Phone
Dsa Test	03-5227 2559
Surname	Postal Address
ESTUDENT	C/- Isg Dsa Deakin University Piggons Road, Waurin Ponds Vic 3217

Application Details (edit details)

Application No.	Date Created
SC0000359	01/05/2008
Course	M300 Bachelor Of Commerce (Melbourne Campus At Burwood)
Reason for application *	medical
Date study was affected *	01/05/2008 - 01/05/2008
Current DRC consideration? *	No

* = editable field

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Assessment Items ([edit / add assessment items](#))

Unit Code	Unit Name	Assessment Item	Campus	Due Date	Submitted	UC consulted
MAE101	Economic Principles	SUM 2007 / TEST_ON	Melbourne Campus At Burwood	01/05/2008	No	No

Supporting Documents ([edit / attach documents](#))

Filename	Category	
Completed Med Cert.pdf	Medical Certificate	view

Student Comments ([edit comments](#))

If required please contact me on 0400 123 456

Submit Application

Further Options

- [Save as "Incomplete" and return to "My Applications"](#)
- [Delete application and return to "My Applications"](#)

When the “Submit Application” button is pressed the following will occur:

- If the application does not have documentation or sufficient documentation attached the application will be given the status of “Awaiting Documentation” and cannot be processed until the student attaches relevant supporting documentation.
- If the application appears to be complete and has relevant documentation attached it is given the status of “New” and will be reviewed by administration.

1.7 Confirmation of Application

After an application has been submitted by a student a confirmation display appears highlighting brief detail of the application that has just been submitted.

An email is also sent to the student email address shown on the application confirming the application submission.

► **Create Application**

1. Terms & Conditions
2. Student Details
3. Assessment Items
4. Supporting Documents
5. Comments
6. Review Application
7. **Application Submitted**

Thank you Dsa Test Estudent, your application has been submitted successfully. Your application tracking number is **SC0000359**.

Assessment Item	Unit Code	Unit Name	Campus	Status
SUM 2007 / TEST_ON	MAE101	Economic Principles	Melbourne Campus At Burwood	New

Your application's progress can be tracked through your "My Applications" display as shown when you sign into the Special Considerations website.

The application should be processed within 5 working days of the submission date 01/05/2008 as long as all information provided in your application is correct and all supporting documentation is attached.

After an outcome has been determined and recorded on the student database, a letter will be posted officially notifying you of the outcome.

A completed application can be viewed in your history records available on your "My Applications" display.

Should you need to discuss your application further, please contact your Faculty Administration.

Return to My Applications **Create Another Application**

1.8 Student Display “My Applications”

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Division of Student Administration
Special Consideration



Deakin home > Division of Student Administration > Special Consideration

My Applications
View My History
Create Application

My Applications - Welcome Dsa

Current Applications Page 1 of 1 << prev next >>

Application No	Date Submitted	Unit Code	Unit Name	Assessment	Status
SC0000359	01/05/2008	MAE101	Economic Principles	TEST_ON	New view

The display above shows the application just entered with the status of “NEW”

The students “My Applications” display below shows other applications for Special Considerations that the student has processed.

Application 361 did not have supporting documentation attached and is displayed with status “Awaiting Documentation”.

Application 362 was “saved as incomplete” prior to full completion of the application and is displayed with status “Incomplete” Both of these applications can be edited and completed by the student.

My Applications
View My History
Create Application

My Applications - Welcome Dsa

Current Applications Page 1 of 1 << prev next >>

Application No	Date Submitted	Unit Code	Unit Name	Assessment	Status
SC0000359	01/05/2008	MAE101	Economic Principles	TEST_ON	New view
SC0000361	01/05/2008	MAF101	Fundamentals Of Finance	Basic Financial Statements	Awaiting documentation edit
SC0000362	01/05/2008	MAE101	Economic Principles	Assign ment 1	Incomplete edit

2.0 Scanning Supporting Documentation

Documentation to be scanned using campus facilities is limited to a file size of 30MB

Default page format is A4 in Black and White with a density of 200 Dots Per Inch (DPI)

Downloading your email attachments via Deakin Lab, Deakin Wireless, VPN or Telstra Deakin Broadband is free.

Independent providers may have a fee for downloads

The following procedure is a sample only using the Lexmark scanners available in the library on each campus.

2.1 Scanning Process from Lexmark X945a in Library

Procedure to Scan a Document

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1. Place first page to be scanned on scanner bed
2. Press "EMAIL" screen prompt
3. Enter your email address name only as the equipment will include the rest of the address (@deakin.edu.au) automatically.
4. Press "Email" touch screen prompt.
5. The document is scanned.
6. If only single page document) press "Finish the Job" prompt (see notes 1 & 2 below regarding single and multiple page scanning) .

Note 1: Each document type (medical certificate, statutory declaration, police report etc) should be scanned and completed separately, that is after each document type press the "finish the Job" button on the scanner, then process your next document.

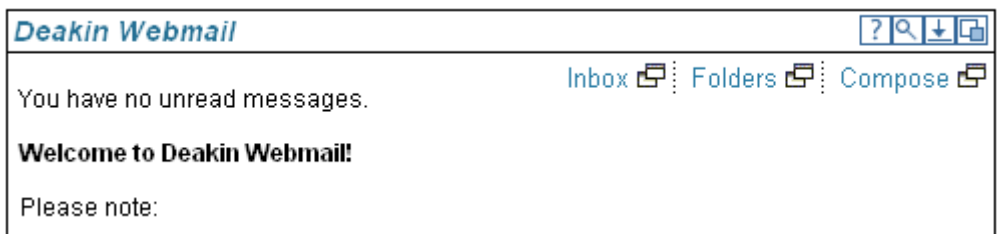
Note 2: Multiple pages for a document type can be scanned together. For example if there are two (2) pages for an employers letter. After page 1 has been scanned place second page on scanning glass and press "Scan Next Page" When all pages for this document has been scanned press "Finish the Job" button.

2.2 How to Process a Scanned Document form your Email Page

When the document has been scanned the document will be attached to an email and will be forwarded to your Deakin Web mail address.

2.2.1 Check Email Page

Select "Inbox" prompt to display all emails.




2.2.2 Select Document

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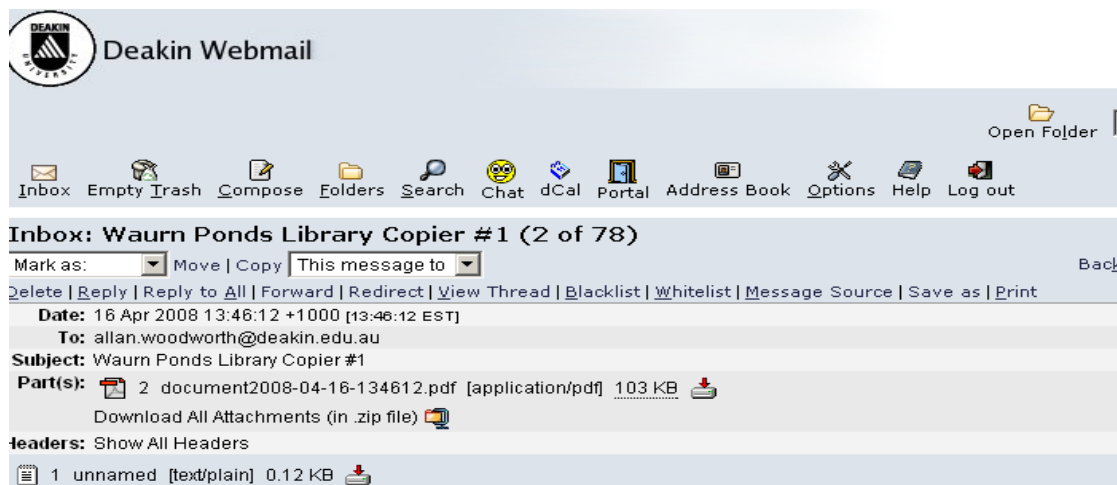
The email sent by the campus scanner will carry a description of scanning source.

Open the email (sample below shows Waurn Ponds Library Copier #1).

	77	13:46:12	Invalid Address	Waurn Ponds Library Copier #1	139 KB
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2.2.3 Open the Attachment

After the email has been opened click the attachment button and follow any prompts to “Open” the document.




The screenshot shows the Deakin Webmail interface. At the top left is the Deakin University logo. Below it is a navigation bar with icons for Inbox, Empty Trash, Compose, Folders, Search, Chat, dCal, Portal, Address Book, Options, Help, and Log out. The main content area displays an email titled "Inbox: Waurn Ponds Library Copier #1 (2 of 78)". The email header includes "Date: 16 Apr 2008 13:46:12 +1000 [13:46:12 EST]", "To: allan.woodworth@deakin.edu.au", and "Subject: Waurn Ponds Library Copier #1". The "Part(s)" section shows a PDF attachment: "2 document2008-04-16-134612.pdf [application/pdf] 103 KB". Below the attachment is a "Download All Attachments (in .zip file)" link. The "headers" section shows "1 unnamed [text/plain] 0.12 KB".

The scanned document as shown below is displayed:

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DEAKIN UNIVERSITY
**Medical certificate to support application
for special consideration in assessment**



Purpose of this document
This document is used for applying for special consideration on medical grounds for examinations or other assessable work in studies at Deakin University.
Special consideration may be granted to students who are legitimately disadvantaged in their assessment due to factors beyond their control. Depending on the circumstances and seriousness, special consideration may result in other forms of assessment being used or may be taken into account in the final grading for the unit.
For special consideration on medical grounds to be granted, the university requires information provided by a medical practitioner or health care provider. This is to enable an assessment of the validity of the student's entitlement to be made and, if the student is entitled, to determine what action, if any, should be taken. This form is used to provide this information.

Student Authority for Release of Information (to be completed by the student)
Student Name (BLOCK LETTERS): STUDENT A Deakin ID Number: 1234567
I hereby authorise the medical practitioner or health care provider to release the information given on this document and I authorise Deakin University to seek further information from the originating source.
Signature: Student A Date: 15/4/2008

Medical Practitioner / Health Care Provider Section
Practitioner/Provider's Name: DR A Provider's Stamp
Provider Number: 9576
Address / Contact details (please, specify): MEDICAL CLINIC 9399-7155
Consultation Date: 15/4/2008
1. Indicate how your assessment of the student's condition was obtained: - Information provided by student
- Examination of student
2. Period during which the student has been/will be affected: From: 15/4/2008 To: 17/4/2008
Degree to which this student's performance was/will be affected. (Please tick)

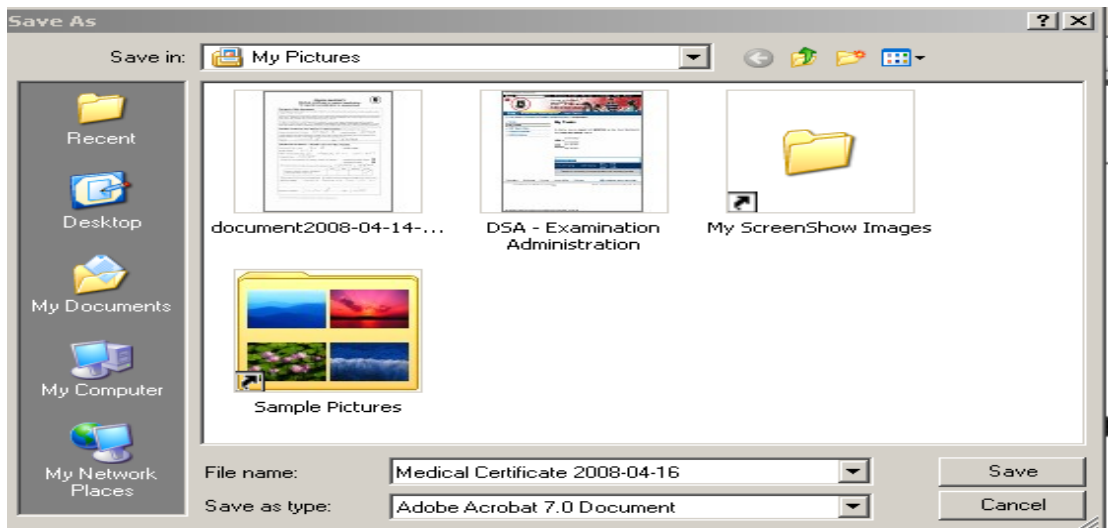
	None	Mild	Moderate	Severe
				<input checked="" type="checkbox"/>

3. Determination of ability to sit for an examination: This student is/was/will be ABLE or UNABLE to sit. (Please circle)
4. Details of condition: SEVERE FODDERAL PAIN ETC ETC
Practitioner's Signature: Dr A Date: 15/4/2008

Q:\Assessments\Results\Special_Consideration\General\Forms\Medical\CertFicac_BC.doc

2.2.5 Select Option to Save Document

From the "FILE" menu take the option to "Save Page as..." and the following display is presented:

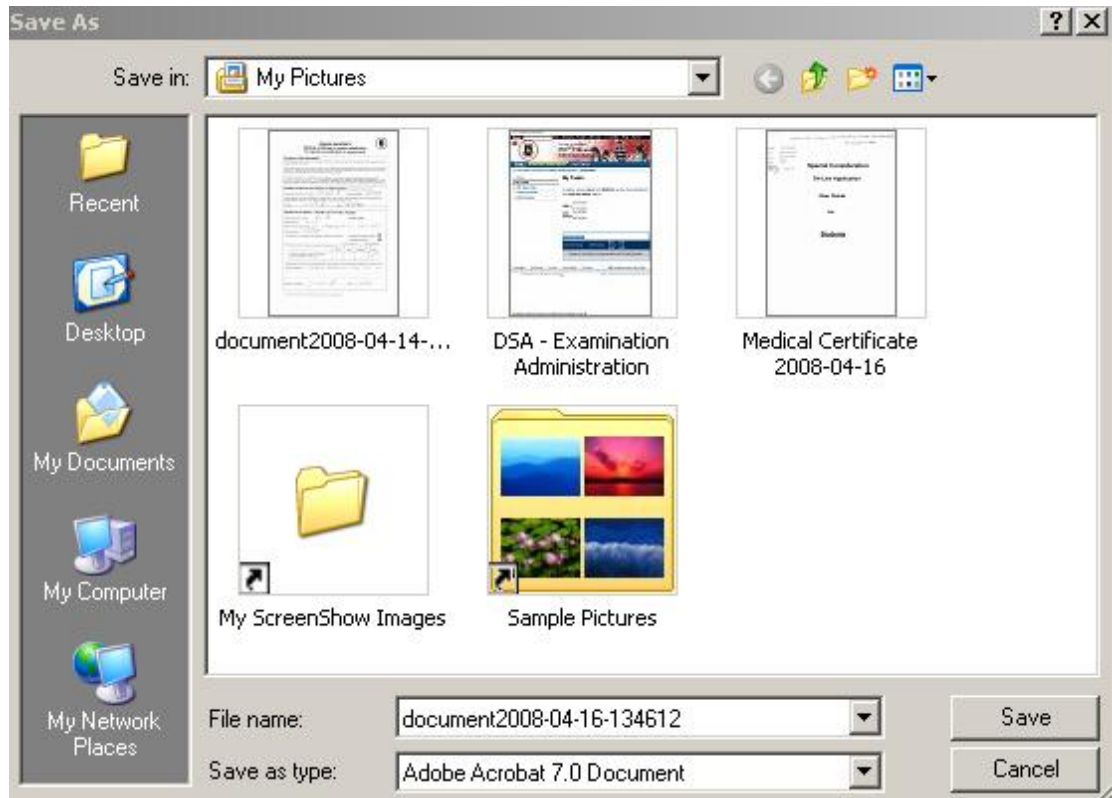


- Change the document File name description to something meaningful.
- Enter the location (folder) you would like the document saved into.
- Press "Save"

2.2.6 Confirm Document Save

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Confirm the correct document has been saved into the selected folder “Medical certificate 2008-04-16”.



This document can now be accessed and attached to a Special Consideration application.