

## **SPECIAL CONSIDERATION**

### **ELIGIBILITY:**

Special Consideration is only given in serious and exceptional circumstances, which are beyond the student's control and these circumstances prevent the student from performing at their best for a particular piece of assessment.

The reasons for application must be classified under one of the following categories:

- **Medical** - To cover medical conditions of a serious nature, e.g. hospitalisation, serious injury or chronic illness  
*Note: Temporary minor ailments such as headaches, colds and minor gastric upsets are not serious medical conditions and are unlikely to be accepted. However, serious cases of these may be considered.*
- **Compassionate** - e.g. death of close family member, family breakdown
- **Hardship/Trauma** - e.g. sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime  
*Note: Commonly stated hardships/traumas in the vein of misreading the timetable, exam anxiety or returning home etc. will not be accepted as grounds for consideration.*

### **Religion/Faith Issues**

Please note that religious or faith based issues are not in themselves grounds for special consideration. However, they may be used in support of an application that meets the eligibility criteria set out above.

### **Absence During Examination Period**

Special Consideration will not be granted for students who are going to be absent during the examination period due to holidays, family events, etc. Students are required to contact the Division of Student Administration at least 4 weeks prior to the commencement of the exam period to request a change of exam venue.

### **APPLICATION PROCESS:**

An application for Special Consideration **MUST** be lodged **NO LATER than three (3) University working days** after the due date of the assessment item or the date of a scheduled examination.

Special Consideration applications must be lodged online. To access the application portal, log in to Student Connect and click 'Special Consideration' on the left vertical menu. A separate application must be lodged for each assessment task. Scanned supporting documentation must also be uploaded to each application.

### **SUPPORTING DOCUMENTATION:**

Students must provide evidence to support the reasons for applications; therefore all applications for Special Consideration must be accompanied by appropriate documentation from a recognised authority, including professionals registered with a professional body (such as social workers, medical practitioners, lawyers and psychologists), death notices or certificates, police reports and statutory declarations.

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

Note: A Statutory Declaration is not sufficient in itself, and other supporting documentation must accompany the application.

### **OUTCOME:**

Applications will be considered by the Unit Chair and the Faculty Academic Progress and Discipline Committee (FAPDC). The Division of Student Administration (DSA) will notify the student in writing of the outcome of their application.

Students will also be able to view the status of the application, including the outcome, via the online process through StudentConnect.

### **ASSIGNMENT EXTENSIONS:**

A Special Consideration application is not required for assignment extensions. The student should contact the Unit Chair directly.

### **FURTHER INFORMATION:**

<http://www.deakin.edu.au/current-students/study-support/special-consideration.php>