



Special Consideration Online application

Student User Guide

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1. Applying for Special Consideration

To apply for Special Consideration log in to [StudentConnect](#) and click on the 'Special consideration application' link to access the online special consideration application system.

You will then be taken to the 'My Applications' home screen. This page displays any current Special Consideration applications you have made in the system. As applications are entered this display is updated with each application being shown in summary.

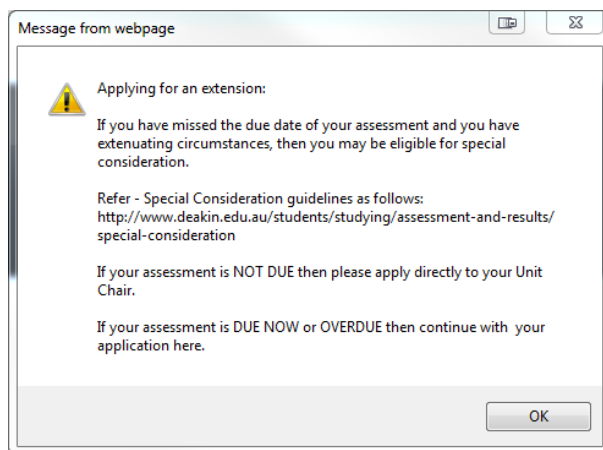


My Applications - Welcome Sis

Current Applications

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Application No	Date Submitted	Unit Code	Unit Name	Assessment	Status	
SC0102151	02/03/2017	SRA010	Safety Induction Program	test only	New	view



2. Create an Application

To create an application click on the 'Create an Application' menu prompt and the following welcome page is presented. To proceed read the information on this page and click the "Read Terms and Conditions" button.

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.

ALL supporting documentation must be provided in English. Documentation provided in other languages will not be accepted.

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 please refer your query to the Faculty Special Consideration contact relevant to your Faculty. <http://www.deakin.edu.au/students/assessments/special-consideration>

Proceed to Terms and Conditions

3. Terms and Conditions

The Terms and Conditions page provides an introduction and brief overview of the definition of Special Consideration and the list of terms and conditions you must accept before completing the application. A number of useful links are at bottom of this page for more information.

Special Consideration

Create Application

What is Special Consideration?

Step 1 of 7

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 the following grounds:

- Medical
- Compassionate
- Hardship / Trauma
- Employment or Carer demands
- Elite Athlete obligations
- Military or Jury or Emergency service obligations
- Religious or Faith-based commitments
- Obligatory Cultural commitments of Aboriginal or Torres Straight Islanders
- Exacerbation of condition covered by a DRC Access Plan

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 Privacy and Data Protection Act 2014 (Vic). Click here to view the [Privacy Statement](#)

Special Consideration

Create Application

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. Submitting 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 authorises 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 authorises Deakin to make such inquiries and receive such information required to confirm the accuracy and authenticity of supporting documentation.
7. The applicant must provide original supporting documentation within 7 days of the request being made. However, all supporting documentation must be scanned and uploaded no later than three (3) University working days after the due date of the assessment item or the date of the examination. Failure to provide original supporting documentation may result in the withdrawal or 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](#)
 - [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 click 'I accept the Terms and Conditions' button.

To terminate this process click 'I do not accept the Terms and Conditions' button.

4. Student and Application Details

When you accept the terms and conditions your details are automatically populated from the student enrolment records. These details cannot be altered within this application. If information is incorrect update these in [StudentConnect](#) or contact [Student Central](http://www.deakin.edu.au/students/deakin-central) <http://www.deakin.edu.au/students/deakin-central>. This application process will automatically include any updates to student record details.

Create Application

Student Details

Student ID	999999997	Contact phone	-
Given names	Sis Group's	Email	dtes@deakin.edu.au
Surname	ESTUDENT TEST ID	Postal Address	Deakin University Burwood11 221 Burwood Hwy Burwood Vic 3125

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 you are enrolled in multiple courses the correct course should be selected from the drop down list.

Enter:

- The reasons for the application. Multiple reasons can be chosen. At least one reason must be chosen.
- The date range study was affected. Dates can be selected using a calendar function or manually entered (depending on internet browser used). If the date is manually entered, date validation will be provided by the process. When choosing a date that study is 'affected to' the due date of the assessment must be on or before this date.

You can select a 'Yes' or 'No' response depending on whether you are registered with the Disability Resource Centre (DRC). Default is 'No'.

Application Details

Date submitted	<input type="text" value="07/11/2018"/>
Select your course	A300 Bachelor Of Arts (Burwood (melbourne))
Select one or more categories that you wish to apply for Special Consideration under. Refer to the Special Consideration website for a detailed explanation of each category.	<div><input type="checkbox"/> Medical <input type="checkbox"/> Compassionate <input type="checkbox"/> Hardship / Trauma <input type="checkbox"/> Employment or Carer demands <input type="checkbox"/> Elite Athlete obligations <input type="checkbox"/> Military or Jury or Emergency service obligations <input type="checkbox"/> Religious or Faith-based commitments <input type="checkbox"/> Obligatory Cultural commitments of Aboriginal or Torres Strait Islanders <input type="checkbox"/> Exacerbation of condition covered by a DRC Access Plan</div>
What date was your study affected from ?	<input type="text" value="dd/mm/yyyy"/> Choose date
What date was your study affected to ?	<input type="text" value="dd/mm/yyyy"/> Choose date
Do you have a Disability Resource Centre (DRC) Access Plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Proceed with application](#)

Further Options

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

To progress to the next stage of the application process click the 'Proceed with application' button.

5. Select Unit and Assessment Item

Select the unit and the assessment task you are making the special consideration application for.

- Click on the drop down arrow for the unit you are applying for. All enrolled units are displayed here.
- Select the unit to be applied for from the list.
- Click on the drop down arrow for a list of valid assessment items that are connected to the selected unit.
- Select the appropriate assessment item from the list.
- If an assessment item is not listed select 'Item not listed' in the assessment item drop down list and type in the name of the assessment item.
- If you are applying for an extension for a written assessment first apply directly to the Unit Chair.

Enter the due date for the selected assessment item. Dates can be selected using a calendar function or can be manually entered (depending on internet browser used). If the date is manually entered date validation will be provided by the process.

Select 'Yes' or 'No' to answer the following questions:

- Were you able to submit the item or sit the scheduled exam?
- Have you consulted your Unit Chair on this item?

Create Application

Select Assessment Item

What is the unit you are applying for?	EXR780 Research Perspectives And Practices (Burwood)
What assessment item you are applying for?	TRI-1 2017 - ASSIGN 2
What is the due date of the assessment item?	04/05/2017 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 click the 'Add to application & proceed' button.

The item **ALM101 Making Social Media - Not listed (Exam)** has been added to your application.

Assessment Item Summary

Step 3 of 7

Unit Code	Unit Name	Assessment Item	Campus	Due Date	
ALM101	Making Social Media	Not listed (Exam)	Burwood (melbourne)	07/11/2018	edit remove

[Proceed with application](#)

Further Options

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

The 'Assessment Item Summary' will appear and you can either edit the assessment item or remove and replace as required.

If selection is correct click the 'Proceed with application' button to continue to the next step of the Special Consideration application process.

6. Supporting Documentation

All supporting documentation must be scanned into a folder on the user directory. Scanning facilities are available at each Deakin campus library and some computer labs. More information is available on the [Computers and printers](#) website.

You can 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.

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.

Supporting Documentation

Step 4 of 7

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.

ALL supporting documentation must be provided in English. Documentation provided in other languages will not be accepted.

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"](#)

If you select 'No – I will upload it later' the application process proceeds to Step 5.
If you select 'Yes' the following screen appears:

Supporting Documentation

Step 4 of 7

What type of document do you wish to attach?

Select Document Type

Select the file you wish to attach.

Choose file

No file chosen

Attached documentation **must** cover the period affected.

Attach document

Cancel document attachment

Instructions

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.

For more information or help on scanning, uploading and attaching a supporting document to your application, please contact your Faculty Administration.

Allowed document formats are Adobe PDF, JPEG, GIF, PNG, TIFF or BMP image files.

Maximum upload file size is 50M.

Further Options

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

Follow the instructions displayed on this screen to browse and select the relevant supporting documentation for your application.

Further options are:

- Save as 'Incomplete' and return to 'My Applications'
- Delete application and return to 'My Applications'

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

You must supply independent documentation (not only a statutory declaration) in order for the application to be assessed. The [Special consideration](#) website has more information about supporting documentation that requires completion by an approved authority.

Supporting Documentation Summary

When you add a document the following summary page appears and will display a summary of all documents attached. If further supporting documents are required, press the 'Add further documents' button.

Document **Special-consideration-medical-certificate-Final (1).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

Step 4 of 7

Filename	Category	
Special-consideration-medical-certificate-Final (1).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 press the 'Proceed with application' button.

7. Student Comments

You can add any additional comments you wish to make regarding your application for special consideration. Type the comments directly into the text box as shown below.

Comments are optional. To proceed with your application click on the 'Proceed with application' button.

Student Comments (maximum 1000 characters including spaces allowed) Step 5 of 7

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

Testing

Proceed with application

Further Options

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

8. Review Application

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

The content 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.

Student Details

Student ID	999999997	Email	dtes@deakin.edu.au
Given names	Sis Group's	Contact Phone	-
Surname	ESTUDENT TEST ID	Postal Address	Deakin University Burwood11 221 Burwood Hwy Burwood Vic 3125

Application Details

Application	SC0104790	Date Submitted	07/06/2017
Course	D364 Bachelor Of Design (architecture)/bachelor Of Construction Management (honours) (Waterfront (geelong))		
Reasons	medical		
Date study was affected	02/06/2017 - 10/06/2017		
Current DRC consideration?	No		

Unit Details

Unit	SRA143 Art And Society	Teaching Period	TRI-1 2017
Campus	Waterfront (geelong)	On/off campus	On
Status	Incomplete		

Assessment Item

Item	Due Date	Assessment Submitted/Exam Attended	UC consulted	Outcome	Altered
TRI-1 2017 / ESSAY	03/06/2017	No	No	-	No

Assigned To

Unit Chair	--- Select a Unit Chair ---
APC	--- Select an APC member ---

Supporting Documents

Filename	Type	Attached by	Date
Special-consideration-medical-certificate-Final (1).pdf	Medical Certificate	terrib	07/06/2017 16:11 view

Further Options

- [Return to "My Tasks"](#)
- [Return to "My Applications"](#)

When the 'Submit Application' button is pressed the following will occur:

- If the application appears to be complete and has relevant documentation attached it is given the status of 'New' and will be reviewed by Faculty administration.
- 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 you attach relevant supporting documentation. This must be completed within 5 working days of the application being submitted or the online system automatically withdraws the application and it will not be assessed. If you require this application to be assessed you must contact Faculty administration for it to be reinstated.

9. Confirmation of Application

After an application has been submitted a confirmation display appears. An email is also sent to you confirming the application has been submitted. At this point you can no longer edit your application details.

Thank you Test Pref Name Estudent Test Id, your application has been submitted successfully. Your application tracking number is SC0116887.

Assessment Item	Unit Code	Unit Name	Campus	Status
Not listed (Exam)	ALM101	Making Social Media	Burwood (melbourne)	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 07/11/2018 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, an email will be sent to your Deakin email address 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](#)

10. Student Display 'My Applications'

DeakinSync

Special Consideration

[My Applications](#) [View My History](#) [Create Application](#)

My Applications - Welcome Sis

Current Applications

Page 1 of 1

Application No	Date Submitted	Unit Code	Unit Name	Assessment	Status	
SC0116887	07/11/2018	ALM101	Making Social Media	Exam	New	view

The display above shows the application just entered with the status of 'NEW'.

Any other applications for Special Consideration will also be displayed. You may also see a status of 'Awaiting Documentation' or 'Incomplete'. These applications can still be edited and completed. Any application with an 'Incomplete' status can only be viewed by the student and cannot be viewed by Faculty administration.

11. Useful Links

General Information:

<http://www.deakin.edu.au/students/assessments/special-consideration>

Statutory Declaration Form:

http://www.deakin.edu.au/_data/assets/pdf_file/0007/480058/statutory-declaration-1.pdf

Medical Certificate:

https://www.deakin.edu.au/_data/assets/pdf_file/0003/491655/special-consideration-medical-certificate.pdf

END OF DOCUMENT