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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.

![Special Consideration Application Interface]

**Message from webpage**

Applying for an extension:

If you have missed the due date of your assessment and you have extenuating circumstances, then you may be eligible for special consideration.

Refer to Special Consideration guidelines as follows:


If your assessment is NOT DUE then please apply directly to your Unit Chair.

If your assessment is DUE NOW or OVERDUE then continue with your application here.

![Message from webpage]

OK
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](http://www.deakin.edu.au/students/assessments/special-consideration)
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.

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.

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’.
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?

To proceed click the ‘Add to application & proceed’ button.
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.

If you select ‘No – I will upload it later’ the application process proceeds to Step 5.

If you select ‘Yes’ the following screen appears:
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.

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.

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.
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.

![Confirmation of Application](image)

10. Student Display ‘My Applications’

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.

![Student Display 'My Applications'](image)
11. Useful Links

General Information:
http://www.deakin.edu.au/students/assessments/special-consideration

Statutory Declaration Form:

Medical Certificate:

END OF DOCUMENT