Request for Special Consideration Form

You may be eligible for special consideration if you believe you won't be able to, or you didn't complete, your assessment due to exceptional circumstances beyond your control. The reasons may include:

- a serious medical condition
- loss or bereavement
- family relationship breakdown
- hardship or trauma
- carer responsibilities
- COVID-19 isolation requirements
- obligations to military, jury or emergency services
- other exceptional circumstances.

You may apply even if you are unsure of your eligibility and the Institute will provide you with an outcome.

If you meet the eligibility criteria and your application is approved, you'll be granted special consideration.

A successful application may result in one of the following outcomes:

- an extended submission date for an assessment
- an alternative and equivalent form of assessment
- a deferred assessment
- resubmission of a task
- removal of a late penalty
- an exemption from the affected assessment task and a re-weighting of other assessment tasks.

Special consideration cannot change a mark you have already received for an assessment, other than to remove a late penalty.

Once you've been granted special consideration and completed the assessment, your result from that assessment will be final (you can't apply for special consideration again).

Application Details:

Student ID Number:

Student Name:

Unit code or name:

Unit Campus:

Adelaide ☐ Other (Specify):

Unit Coordinator:

Assessment Item:

Assessment Weighting:

Assessment Due Date (dd/mm/yyyy):

Class(es) of Assessment date and time:

Group Assignment:

Yes ☐ No ☐

Group Number*:

*Approved requests for special consideration for a group assignment will apply to all group members.

Personal Statement:

Reason(s) for special consideration application and how it affected/affects your ability to complete the assessment task:

Potential impact of your requested extension on timely submission of other assessment tasks during this teaching period:

Student declaration and disclosure of information

By submitting this form, you confirm that the information provided above is true and you understand that a person who intentionally provides false information will be subject to penalties under the Student Misconduct Policy and Procedure. You also confirm that, where the information you provide in this form indicates a potential risk of harm, your Unit Coordinator may request support for you from an appropriate support service, (e.g. counselling) on your behalf.

Privacy statement

Imperial Engineering Education would like to collect your personal information, including any sensitive information you provide in this form, (such as information about your health or religion) for the purposes of assessing and investigating your special consideration application.

Imperial Engineering Education values the privacy of every individual's personal information and is committed to the protection of that information from unauthorised use and disclosure, except where permitted by law.

If you have any questions about how Imperial Engineering Education collects and handling your personal information, contact our Privacy Officer.

I acknowledge that I have read the declaration and privacy statements and give my consent to the personal information, including sensitive information, provided in this form to be used by the Institute in relation to my application for special consideration. I consent to the Institute contacting my medical practitioner and/or other person or organisation named in any supporting documentation to confirm or clarify information I have provided and to provide additional information relevant to my request for special consideration.

Supporting documents

Make sure you provide one or more of these documents to support your application:

- A medical certificate, letter from a medical professional (even if your doctor has filled in your special consideration form)
- A professional practitioner certificate, from practitioners registered with a relevant body (e.g. social worker, lawyer, or psychologist)
- A death notice or certificate and evidence of relationship
- A police report
- A statutory declarations written by you or other relevant people (though we can't accept a statutory declaration in support of a serious medical condition)
- A notification from:
    - Defence services
    - Juries Commissioner's Office
    - Emergency services organisations.

We can hold your application for up to two working days while we wait for your supporting documents. If you do not provide the required documents, your application may be rejected.