

# Application to Special Consideration Form

## Important Information

This form applies to students who wish to lodge a request for special consideration for a missed assessment or exam as a result of compassionate or compelling circumstances beyond their control that prevented them from completing an assessment task. This form should be read in conjunction with the Special Consideration Policy as well as the following policies:

- Application for an Assessment Extension Form
- Assessment Policy
- Attendance & Participation Policy
- Grievance & Appeals Policy
- Misconduct Policy

All college policies referenced above can be accessed via *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

This Application for Special Consideration Form is for missed assessment tasks, including examinations. Students seeking an extension to submit an assessment task should lodge an *Application for an Assessment Extension Form*.

## Eligibility for Special Consideration

If a student misses an assessment due to compassionate or compelling circumstances, they may be eligible for special consideration on the following grounds which may include, but not be limited to:

- Serious Medical condition or injury
- Bereavement of a close family member such as parents, grandparents, siblings, children
- Major political unrest or natural disaster requiring immediate travel
- A traumatic experience such as an accident, crime or being a witness to these experiences
- Military service or jury service
- Severe disruption to domestic arrangements or homelessness
- Imprisonment

## The Application Process

A student wishing to lodge a request for special consideration must submit this 'Application for Special Consideration Form', which can be downloaded via *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>, to the Office of the Registrar at the Student Services Desk.

The form must be completed in full and attach one or more of the following documents in support of the application:

- Medical certificate from a medical professional, who is not family
- Letter of support from a social worker, lawyer or psychologist, who is not family
- Death certificate or notice and evidence of family relationship
- Police report
- Statutory declaration from relevant people to the circumstances
- Jury Service Notice or Notification from the Department of Defence, Department of Justice or Emergency Services

Medical certificates and letters of support must meet the following criteria:

- Be issued by a registered medical practitioner, social worker, lawyer or psychologist
- State the student is unfit for class and reasons why
- State the length of time the student is unfit for class
- Include contact details and date of consultation (or compelling circumstance)
- Be presented as original certificates and/or letters

The Registrar will only consider an appeal application complete and eligible for assessment when all sections have been filled-in, the form signed and the required supporting documentation attached. Incomplete application forms will not be accepted.

## Lodging the Application Form

You can lodge your completed application to the Office of the Registrar at the Student Services Desk on campus.

For a missed assessment or exam, a request for special consideration must be lodged within three working days (where possible) of the missed assessment or exam.

For a deferred assessment or exam, a request for special consideration must be lodged within ten working days in advance of the due date.

All applications for special consideration must be genuine and made with good intent. Submitting an application for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

Collarts will sign and return this front instructional sheet as proof of submission. It is recommended you take a copy of your completed application for your records. Collarts is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

## Assessment & Notification of Outcome

On receipt of a completed application, the Office of the Registrar will forward documentation to the Program Leader for assessment in accordance with the college **Special Consideration Policy** and any associated policies and will consider the:

- Nature of the compassionate or compelling circumstances; and
- Timing of the circumstances with respect to the assessment

The Program Leader will complete their assessment and:

1. Approve the application thereby granting special consideration and applying one of the following outcomes:
  - Extension of time
  - Alternative but equivalent form of assessment
  - Deferred assessment
2. Deny the application

In all cases, Collarts will provide a written notification advising the decision and outcome of all applications for special consideration. Where the application is denied, the student will also be advised of the reasons for the decision and their right to appeal.

**The notification will be sent by email within five working days of the receipt of your completed application. It is your responsibility to check your student email account. It is vital that you are aware of the decision in the event a new time or assessment task has been assigned as a result of special consideration being granted.**

## Privacy Statement

Collarts is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy.

## LODGEMENT RECEIPT

received by Collarts as a complete application for assessment

Collarts:



Date:

Name:

Student Number:

**Please retain this copy as proof your application was submitted**

# Application for Special Consideration Form

**Type of Request** (please select):

☐ I missed an assessment or an exam ☐ I wish to defer an assessment or an exam

## Personal Details

Collarts Student Number:

Address:

Family Name:

Given Name(s):

Email Address:

Date of Birth (dd/mm/yyyy):

Contact Telephone Number:

## Course & Unit Details

What is the unit name?

What is the unit code?

Who is the lecturer/teacher for this unit?

What course are you enrolled in?

## Assessment Details

What was the assessment task?

Due Date of the Assessment Task:

What is your reason for requesting special consideration? (Please be specific and attach any additional pages required)

If special consideration is granted, what outcome are you are seeking?

## Student Declaration

Have you attached the relevant supporting documentation (*your application will not be accepted until at least one of these documents is attached*):

- Medical certificate or letter of support from a medical professional, social worker, lawyer or psychologist, who is not a family member
- Death notice or certificate and evidence of family relationship
- Police report, jury summons notice or notification from the Department of Defence, Department of Justice or Emergency Services
- Statutory declaration from relevant persons to the circumstances

I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and at the **Special Consideration Policy** which can be accessed via the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.



Date Signed (dd/mm/yyyy):

## Collarts Office Use Only:

☐ Approved

☐ Extended Submission Date:

☐ Denied (list reason below)

☐ Additional Equivalent Assessment:

☐ Deferred Assessment:

Teacher/PL:

Date: