Swinburne University of Technology Sarawak Campus

Application for Special Consideration in Assessment (which includes Special Examination)

What is Special Consideration in Assessment?

If something out of the ordinary and beyond your control happens to you, and it impacts on your ability to do an exam or to work on another piece of assessment, you can apply for special consideration. You will be required to provide supporting documentation.

PLEASE NOTE

If your application is approved, there are only 2 possible outcomes:

1. If your application relates to an end of semester exam, you may be allowed to sit a special examination. You must sit this exam even if you sat the original exam as that mark is now void. If you don't sit the special exam you will receive a zero mark for the exam.
2. If you were impacted in the preparation or delivery of another form of assessment, you may be granted an alternative assessment. Your convenor will determine what form this will take.

There are no other approval outcomes. You should not lodge an application if you are not prepared to follow this process. You have 2 days to retract an application once it is lodged.

For more information please read the Special Consideration, Adjustments and Extensions page.

What Is Special Consideration?

The purpose of special consideration is to enable you to maintain your academic progress despite adverse circumstances. Special consideration is available on the understanding that it will be used sparingly and only where genuine need is proven.

Eligibility

You may be eligible to apply for special consideration in the following circumstances:

a. you have been hampered, to a significant degree, by illness or other extraordinary cause in studying for a course;
b. you have been prevented by illness or other extraordinary cause from preparing or presenting for a component of assessment, or part of a component of assessment; or,
c. you have been, to a significant degree, adversely affected by illness or other extraordinary cause, during the performance of a component of assessment.

Examples:

- Study hampered by acute illness or condition.
- Prevented from presenting an assessment task by a car accident.
- Prevented from preparing for an assessment task by unexpected flooding in primary place of residence.
- Acute illness during an exam.
- Family bereavement during assessment preparation period.

Attending assessment and exams

Please note that unless your medical condition specifically prevents you from attending or sitting an examination or test, you must still attend and sit examinations and test.

Hurdle requirements

If you have not met the hurdle requirements for the course, the University may not consider your application.

How to apply

Applications for special consideration must be lodged no later than 5.00 pm on the third business day after the assessment due date or date of the exam/test.

Please complete and submit to Student Engagement Servicedesk.

Outcomes

The possible outcomes of an application for special consideration (SPC) are:

- defer assessment;
- grant an extended period for assessment;
- approve special arrangements for assessment;
- allow the student to re-do one or more assessment tasks
- not granted (a full reason will be provided).

Note: where special consideration relates to an examination (SPX), approved students will sit an alternative version of the final examination paper.

Compliance

Applications that do not meet the University's requirements may be deemed ineligible.

Student acknowledgement

☐ I have read and understood the requirements for special consideration and believe that my application has grounds.

Application Submission Method

Submit ticket via ServiceDesk and choose the following;

1. Category = "Examination"
2. Sub Category = "Application forms and submissions"
3. Items = Special Consideration in assessment

Application for Special Consideration in Assessment (which includes Special Examination)

*All fields MUST be filled in.

Student Details

Student ID:

Title:

Full Name:

Contact Number:

Are these details correct? ☐ Yes ☐ No

If no, please ensure you check and update your personal details via Student Portal or via the Amendment to Personal Details form. Please note it is your responsibility to ensure that your personal details are up to date at all times. If these details are not kept updated, then this reason will not be able to be used as a basis for an appeal for non-receipt of Swinburne communications.

Previous Applications for Special Consideration

Have you ever applied for special consideration before? ☐ Yes ☐ No

Course Code:

Course Name:

Reason:

Privacy Statement Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at http://www.swinburne.edu.my/privacy/

Application for Special Consideration in Assessment (which includes Special Examination)

*All fields MUST be filled in.

Course

How many Courses you would like to apply for?

Period Affected

Period Affected

Please indicate the dates you were restricted from completing your assessment

Is this an ongoing period? ☐ Yes ☐ No

Start Date:

End Date:

Grounds

Your grounds:

Detailed Reasons:

Documentation Details

Documentation(s) issued by: (Name):

Type:

Attached supporting Documents:

Important Note

For applications with medical reasons, you must attach a Medical Impact Statement Form.

Swinburne University of Technology Sarawak Campus

Application for Special Consideration in Assessment (which includes Special Examination)

Details of Assessment

1. Course Code			
Course Title		Did you sit the exam / test?	☐ Yes ☐ No
Date of exam/test		Do you intend to sit the exam / test?	☐ Yes ☐ No
Period affected	Start Date:	End Date:	
Convenor's Name:		Was Convenor contacted?	☐ Yes ☐ No
		If no, give reason:	

2. Course Code			
Course Title		Did you sit the exam / test?	☐ Yes ☐ No
Date of exam/test		Do you intend to sit the exam / test?	☐ Yes ☐ No
Period affected	Start Date:	End Date:	
Convenor's Name:		Was Convenor contacted?	☐ Yes ☐ No
		If no, give reason:	

3. Course Code			
Course Title		Did you sit the exam / test?	☐ Yes ☐ No
Date of exam/test		Do you intend to sit the exam / test?	☐ Yes ☐ No
Period affected	Start Date:	End Date:	
Convenor's Name:		Was Convenor contacted?	☐ Yes ☐ No
		If no, give reason:	

4. Course Code			
Course Title		Did you sit the exam / test?	☐ Yes ☐ No
Date of exam/test		Do you intend to sit the exam / test?	☐ Yes ☐ No
Period affected	Start Date:	End Date:	
Convenor's Name:		Was Convenor contacted?	☐ Yes ☐ No
		If no, give reason:	

Special Consideration applications generally takes 7 business days to process, however at peak times may take up to 13 business days. Incorrect or incomplete requests will not be processed.

Swinburne University of Technology Sarawak Campus

Application for Special Consideration in Assessment (which includes Special Examination)

Office Use Only

1.Course code	Assessment item (eg examination)	Date due	Have all other mandatory requirements for the course been met?	Recommended Outcome (see key below)	Convenor's name (please print)	Convenor's signature	Date

Was Convenor contacted by student ☐ Yes ☐ No

Convenor's overall comment:

2.Course Code	Assessment item (eg examination)	Date due	Have all other mandatory requirements for the course been met?	Recommended Outcome (see key below)	Convenor's name (please print)	Convenor's signature	Date

Was Convenor contacted by student ☐ Yes ☐ No

Convenor's overall comment:

3.Course Code	Assessment item (eg examination)	Date due	Have all other mandatory requirements for the course been met?	Recommended Outcome (see key below)	Convenor's name (please print)	Convenor's signature	Date

Was Convenor contacted by student ☐ Yes ☐ No

Convenor's overall comment:

4.Course Code	Assessment item (eg examination)	Date due	Have all other mandatory requirements for the course been met?	Recommended Outcome (see key below)	Convenor's name (please print)	Convenor's signature	Date

Was Convenor contacted by student ☐ Yes ☐ No

Convenor's overall comment:

SPECIAL CONSIDERATION OUTCOMES

(Please record the appropriate number in the 'Recommended outcome' field above)

1. Not granted (a full reason must be provided)
2. Granted – eligible for Special Examination
3. Granted – eligible for alternative assessment
4. Refer student to Disability Services
5. Take no action under Special Consideration policy
6. Not eligible to apply for special consideration (criteria not met)

OVERALL APPROVAL BY HEAD OF AWARDING FACULTY (or nominee)

☐ Approved ☐ Not Approved (please provide reason below)

Delegate's Name		Signature		Date	