

## OUA Application for Special Consideration Final Assessment or Examination

This form should be used by Open Universities Australia students who wish to apply for special consideration because their academic performance during the final assessment or examination for a course was affected by unexpected or exceptional circumstances.

The application form must be lodged with the OUA Student Advisers no later than five working days after the scheduled examination date or deadline for submission of the final assessment. Supporting documentation in the form of original documents must be received within 15 days.

Please read the instructions carefully to ensure you meet the requirements.

### More Information

#### Grounds for Special Consideration

The policy on special consideration is in Section 7 of the University's *Assessment Policies and Procedures Manual* at: <http://www.unisa.edu.au/policies/manual>.

A student can only apply for special consideration if all of the following criteria are met:

1. The student **did** attend the final examination and/or **did** submit the final assessment for the course
2. The student's academic performance in the final examination or assessment was affected by unexpected or exceptional circumstances.
3. The circumstances occurred either during the examination, or during the preparation time leading to the examination or deadline for submission of the final assessment.
4. The student is able to provide supporting documentation with their application

#### Applying for Special Consideration

- The student must complete and sign Part A of this form
- Original documents to provide as evidence :
  - For **medical circumstances**, the student must attach:
    - An original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition.  
**NB:** Forms completed by other health professionals will not be accepted.
  - For **compassionate circumstances**, the student must attach:
    - Part B of this form completed by a Learning and Teaching Unit counsellor who had prior knowledge of the student and their circumstances, **OR**
    - An original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition.  
**(NB:** Forms completed by other health professionals will not be accepted), **OR**
    - A letter from a person qualified to assess and support the application (eg Clergy providing grief counselling), **OR**
    - A certificate from a funeral director, or death notice.
  - For **special circumstances** refer to Section 7 of the *Assessment Policies and Procedures Manual* <http://www.unisa.edu.au/policies/manual> and attach appropriate supporting documentation to this application.

#### Please Note

- If a student has already had a variation to an assessment due to an existing disability or illness, the same grounds cannot be used to request special consideration, unless the disability has been compounded by an unexpected change or an additional condition.
- All applications for special consideration will be referred to the Course Coordinator for a decision.
- Supporting documentation will not be accepted from a relative or personal friend of the student, or friend of the student's family.
- Documents provided as supporting documentation must be original documents that can be verified if questions arise concerning their authenticity.
- Applications must be lodged at with the OUA Student Advisers **no later than five working days** after the scheduled examination date or the deadline for submission of the final assessment. The Director: Student and Academic Services can waive this timeframe where circumstances have prevented the student from lodging the form within the specified timeframe.

#### Decision and Notification of outcome

The Course Coordinator will make a decision within five working days of receiving your application.

## Application for Special Consideration (Final Assessment / Exam)

If you are granted an alternative examination, an OUA Student Adviser will send you an email to confirm your enrolment in an examination and refer you to the examination timetable on the University website.

If you are granted an alternative assessment, the Course Coordinator will notify you in writing of the details of the assessment task, including the revised assessment submission date.

**Further information** is available from the OUA Student Advisers.

### Part A

#### Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

#### Address details

Address line 1:

Address line 2:

Address line 3:

City / Suburb:

State / Province:

Country:

Postcode / Zip:

#### Program details:

Program code:

Program title:

#### Course 1

Study Period:

Unit code:

Date of Exam/  
Assessment:

Unit name:

State whether  
Exam / Assessment:

Office Use Only:

#### Course 2

Study Period:

Unit code:

Date of Exam/  
Assessment:

Unit name:

State whether  
Exam / Assessment:

Office Use Only:

#### Course 3

Study Period:

Unit code:

Date of Exam/  
Assessment:

Unit name:

State whether  
Exam / Assessment:

Office Use Only:

#### Course 4

Study Period:

Unit code:

Date of Exam/  
Assessment:

Unit name:

State whether  
Exam / Assessment:

Office Use Only:

## Application for Special Consideration (Final Assessment / Exam)

### Existing Variation

A disability or illness for which a variation has already been made will not be accepted as grounds for this application unless the disability has been compounded by an unexpected change, or an additional condition.

Is there an existing variation for the course(s) listed above (eg elite athlete or Disability Access Plan):

- |  |   |                             |
|--|---|-----------------------------|
| <input type="checkbox"/> Yes, and it relates to this application | <input type="checkbox"/> Yes, but it does <i>not</i> relate to this application | <input type="checkbox"/> No |
|--|---|-----------------------------|

### Grounds for requesting a special consideration assessment and/or examination

(please be as concise as possible)


### Supporting documentation attached to this application

- Medical circumstances  
An original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition.  
**NB:** Forms completed by other health professionals will not be accepted.
- Compassionate circumstances
- Part B of this form completed by a Learning and Teaching Unit counsellor who had prior knowledge of your circumstances, **OR**
  - An original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition.  
**(NB: Forms completed by other health professionals will not be accepted), OR**
  - A letter from a person qualified to assess and support the application (eg Clergy providing grief counselling), **OR**
  - A certificate from a funeral director, or death notice.
- Special circumstances (see policy for examples of evidence that may be provided)

### Student Declaration

I declare that

- the above information is complete, true and accurate,
- **I attended** the final examination and/or submitted the final assessment for the course(s) listed above
- I have read and understand the guidelines on page 1 of this form, and
- I understand that if my application for special consideration results in the approval of a secondary assessment or examination, I will not be able to defer this secondary assessment or exam for a second or subsequent time.

I authorise my treating medical practitioner, health practitioner, approved specialist or LTU counsellor to release any relevant information necessary to the University in support of my application for special consideration

Student Signature:

Date:

**Part B – For application on compassionate grounds**

This part is to be completed by a Learning and Teaching Unit counsellor who has prior knowledge of the student and their circumstances.

This part provides support for an application for special consideration based on grounds other than medical. Special consideration enables the Course Coordinator to consider a variation to the assessment, marking or final grade for a student if they have experienced unexpected or exceptional circumstances that have significantly impacted on their performance in a final assessment or examination.

An authority to release information is included in the student declaration in Part A of this form. Information provided will only be used for the purposes of assessing eligibility for special consideration.

I, \_\_\_\_\_, a Learning and Teaching Unit counsellor, certify

that on \_\_\_\_/\_\_\_\_/\_\_\_\_, (date of consultation) I consulted with

\_\_\_\_\_ (student's name). In my opinion, there were

unexpected and exceptional circumstances which affected this student's academic performance for the period

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (both dates inclusive). In my opinion this student's circumstances affected

the following studies :

	Not at all	Minimally	Moderately	Severely
Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

**Declaration**

I declare the above information is complete, true and accurate.

Signature:

Official stamp:

Date:

**LODGING YOUR APPLICATION**

Applications must be lodged with the OUA Student Advisers no later than five working days after the examination date or the final deadline for submission of the final assessment.

If you live in a remote location, you can submit your form by fax or email, but you will still need to submit supporting documentation in the form of original documents, and your application will not be processed until these have been received. The original documents must reach OUA Student Advisers within 15 days of the date of the examination date or the final assessment.

If the unexpected or exceptional circumstances also have an impact on your ability to complete and lodge the form within the specified timeframe, you may write to the Director: Student and Academic Services at the earliest opportunity requesting that the five day time limit be waived.

**By email**

[ouainfo@unisa.edu.au](mailto:ouainfo@unisa.edu.au)

**By post**

OUA Student Advisers  
Campus Central Whyalla  
University of South Australia  
111 Nicolson Avenue  
Whyalla Norrie SA 5608

**By fax**

Within Australia (08) 8647 6082  
Overseas +61 8 8647 6082

Application for Special Consideration (Final Assessment / Exam)

<b>OFFICE USE ONLY</b>	
<b>OUA Student Advisers</b>	
<input type="checkbox"/> Application tracked in SharePoint	<input type="checkbox"/> Forwarded to Course Coordinator    DD / MM
<input type="checkbox"/> Evidence to support application attached	
Date Received:	Date processed:
Received by:	Processed by:

<b>Course Coordinator</b>	
<b>It is the Course Coordinator's responsibility to notify the student within five working days of receiving this application of the outcome of the application, except where a special consideration exam has been granted. In this case, OUA Student Advisers will notify the student. Please return this form to Campus Central Whyalla along with copies of any correspondence with the student.</b>	
Sub Area / Cat No:	Course Title:
<input type="checkbox"/> No action (original result stands)	<input type="checkbox"/> Alternative assessment
<input type="checkbox"/> Adjustment to the assessment mark	<input type="checkbox"/> Replacement assessment
<input type="checkbox"/> Extension of time to complete assessment	<input type="checkbox"/> Special Consideration examination
Details of special consideration, if approved:	
	<input type="checkbox"/> Campus Central Whyalla notified of examination (if applicable)
Course Coordinator name:	
Signature:	Date:

<b>OUA Student Advisers</b>	
Date received from Course Coordinator:	
<input type="checkbox"/> Application tracked in SharePoint	<input type="checkbox"/> Secondary Assessment flagged (if required)
<input type="checkbox"/> Student notified (if secondary examination)	<input type="checkbox"/> All paperwork placed in student's file
Processed by:	Date processed:

<b>Director: Student and Academic Services</b>	
Comments:	
Signature:	Date: