

SPECIAL CONSIDERATION

A student may apply for special consideration if they consider that illness or misadventure adversely affected their assessment task or the student was prevented from submitting their work due to circumstances beyond their control. It is recommended that the student is aware of conditions of application and instances that do not apply to special consideration on the reverse of application or the 2012 Student Handbook before submission.

Student Details

Family Name:	Given Name(s):		
Student Number:	Session Group:		
Course Specialisation:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> Styling

Application Request

Date of Request:	Unit(s) of Study:
Teacher:	Assessment Due Date:
Assessment Title:	
Reasons for Special Consideration: (attach supporting documentation)	
Requested Submission Date:	
Teachers Signature:	

Student Authorisation

Please note:

An Application for Special Consideration must meet the following deadlines:

- For assessment items during semester where possible the application must be lodged ten (10) days before the assessment due date
- For Panel assessments or formal examinations the application must be lodged no later than one (1) working day after the panel assessment or examination
- If approved, should you fail to meet approved deadline, the assessment will be treated as a 'non submission' and normal academic penalties will apply.

Student Signature:	Date:
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Teacher/Program/Academic Coordinator Authorisation

Approved Submission Date:	
Approved by: (name)	Signature:

Please note, all student enquires for extensions, special consideration or exceptional circumstances are to be with your Teacher, Program or Academic Coordinator only. Campus Management and/or Administration staff do not have the authority to vary or approve late submissions without academic penalty.

ASSESSMENT/EXAMINATION REQUIREMENTS

All assessment submissions must be labelled and are to be submitted by the due date with a signed Assessment Cover Sheet to the Library, unless stated otherwise. Assessments not submitted by the due date will be considered a late submission; in class or panel assessments missed due to absence will also be considered a late submission. It is recommended that the student keep a copy of all assessment tasks that are submitted for their records.

Work submitted by the agreed extended due date will be assessed without academic penalty. Work submitted after the extended due date will attract academic penalty.

SPECIAL CONSIDERATION

In the event of sudden or acute illness, misadventure requiring extensions, special consideration should be sought. A student may make application for special consideration if they consider that acute illness or misadventure adversely affected their performance in an examination, assessment or submission or they were prevented from attending a panel marking or final submission due to circumstances beyond their control, such as serious illness or hospitalisation. Where possible, notification of the illness or misadventure should be reported to your Tutor, Program Coordinator or Student Administration prior to submission of application.

DUE TO ACUTE OR SUDDEN ILLNESS

Being: Hospital admission, serous injury, severe asthma, severe anxiety, depression or sudden illness requiring medical support, this does not include minor illness such as a mild cold.

Work submitted late due to sudden illness of 3 days or more must be accompanied by Application for Special Consideration and Medical Certificates. Assessments submitted will not be penalised for the number of days the certificate covers and are to be submitted on the immediate return of the student to the campus.

DUE TO MISADVENTURE

Being: Bereavement due death of close family member, family relationship breakdown, financial hardship, trauma or victim of crime. Computer malfunction is not considered misadventure.

If a student misses a formal examination entirely through sudden severe illness or misadventure they must apply for an alternative examination by submitting an application for Special Consideration with supporting documentation no later than three (3) working days after the date of the first examination missed. The Academic Coordinator will assess the request and advise accordingly

Work submitted late or assessments missed due to circumstances which could not reasonably be anticipated, causing a substantial disruption are classed as a misadventure and are to be accompanied along with documentation of the misadventure at submission.

APPLICATION

An Application for Special Consideration must be submitted to the Teacher, Program or Academic Coordinator with supporting documentation signed by an appropriate professional authority, such as a medical practitioner, counsellor, police or minister of religion.

An Application for Special Consideration must meet the following deadlines:

- For assessment items during semester the application must be lodged ten (10) days before the assessment due date
- For Panel assessments or formal examinations the application must be lodged no later than one (1) working day after the panel assessment or examination

The application when received by the teacher, academic or program coordinator will consider the application where it relates to an assessment item, panel assessment or formal examination. It is then the student's responsibility to contact the program coordinator to find out what action has been taken and any alternative assessment/examination that they may need to complete.

Please note that unless it can be proved that a student was prevented from applying for special consideration, an appeal against the grade obtained (on the grounds of illness or misadventure) will NOT be accepted.

ASSESSMENTS NOT SUBMITTED

Work still not forthcoming after the approved deadline will be treated as Non Submission and this could lead to a FAIL for the subject and therefore student may be notified as *Academically at Risk* and could effect academic progression. Additionally, the subject will need to be repeated at the student's expense.

Please note, all student enquires for extensions, special consideration or exceptional circumstances are to be with your Tutor, Program or Academic Coordinator only. Campus Management and/or Administration staff do not have the authority to vary or approve late submissions without academic penalty.