

**Extension, Adjustment of Assessment Mark / Grade or Adjustment of Assessment Task**

**Student Details**

Given Name(s):

Family Name:

Student No:

Session Group (if applicable):

☐ Bachelor of Design

☐ Master of Design

☐ Certificate III in Design Fundamentals

**Campus:**

☐ Sydney

☐ Melbourne

Brisbane

**Application Request**

I am applying for (please see the reverse side of this form for definitions):

☐ Extension – special consideration

☐ Adjustment of an assessment task

☐ Adjustment of an assessment mark/grade

Subject:

Teacher:

Original assessment due date:

Request is for:

☐ Assessment 1

☐ Assessment 2

☐ Assessment 3

**Reason(s) for request** (requests will not be considered without supporting documentation – please attach):

Requested assessment due date:

**Student Authorisation**

**Please note:**

An application for special consideration must meet the following deadlines:

- For assessment items during a study period, the application must be submitted with supporting documentation before the assessment due date where possible or immediately after, or
- For panel assessments or formal examinations, the application must be submitted with supporting documentation no later than one (1) working day after the panel assessment or examination.
- All applications are to be submitted to Program Coordinator/Academic Director for authorisation.

**Application information on back of sheet**

Before signing and submitting this form, please read conditions of the application on the reverse side of this form.

**Declaration:** I declare the information provided, is true and correct

Student signature:

Date:

**Program Coordinator / Academic Director / Head of Studies Authorisation:**

Action:

Name:

Approved due date:

Signature:

Date:

**Office use only**

Received by:

Date:

Updated:

☐

Database

☐

Field

Date:

**Special consideration**

A student may apply for special consideration if they consider that illness or misadventure adversely affected their performance in an assessment task, or they were prevented from attendance or submission of a task due to circumstances beyond their control, such as serious illness or hospitalisation.

Special consideration can only be granted due to compassionate or compelling circumstances that are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Circumstances which are not considered "special", include:

- public transport and traffic delays
- predictable emotions such as nervousness and stress associated with assessments
- personal celebratory events such as birthdays, weddings, or travel plans
- minor ailments or illnesses where you are still capable of completing assessments
- balancing workloads across subjects of study
- misreading or misunderstanding your timetable, academic plan, or subject outline
- ICT problems, except where they could not have been prevented, avoided or the effects minimised by reasonable diligence on your part.

**Extension**

An extension may be granted if the student is unable to submit an assessment task by the due date, due to circumstances beyond their control.

**Adjustment of assessment mark**

An adjustment of assessment mark may be granted if the student submits an assessment task by the due date, but circumstances beyond the student's control has affected the assessment outcome. If granted, the mark will be adjusted to compensate for shortcomings in quality of work.

**Reasonable adjustment of assessment mark**

A reasonable adjustment of an assessment task may be granted if the student is unable to attempt the given task due to a long- or short-term specific disability or special need

**Application Process**

The following process applies for students who apply for special consideration:

- The application must be made as soon as practical prior to an assessment task due date once the compassionate or compelling circumstances are identified.
- Students must submit a completed 'Application for Special Consideration' form to their Teacher.

**Extension**

- Where the application for special consideration requests an extension, the application is reviewed by the Teacher. The Teacher or senior staff member will advise the student of their decision within 2 working days.

**Adjustment of assessment mark**

- Where the application for special consideration requests an adjustment of assessment mark, the application is reviewed by a senior staff member, who will advise the student of their decision within 2 working days.

**Reasonable adjustment of assessment mark**

- Where the application for special consideration requests a reasonable adjustment of assessment task, Student Administration will arrange a meeting with the student, a senior and an administration staff member. During this meeting, the parties will negotiate an adjusted Individual Learning Plan.

**Supporting documents**

- An application for special consideration must be accompanied by a Professional Practitioner Certificate.
- Applications for assessment extensions and or adjustments must be accompanied by a GP - medical certificate, or a Statutory Declaration, or other supporting evidence.

Students will be required to comply with the Whitehouse code of Conduct and all relevant policies and procedures. This procedure is governed by the:

- Assessment Policy
- Teaching and Learning Policy
- Student Progression and Exclusion Policy
- Whitehouse Code of Conduct