Southern Cross University

APPLICATION FOR A SPECIAL EXAM OR SPECIAL CONSIDERATION IN MARKING OF AN EXAM

Relevant factual information and supporting documentation must be attached to this form

Please carefully read the Special Consideration Rules in the SCU Policy Library www.scu.edu.au/policy noting requirements and deadlines.

*This form is to be **submitted to the School responsible for teaching the unit/s** for which you are requesting a special exam OR special consideration in the marking of an end-of-unit exam. A separate form must be submitted if you are requesting a special exam or special consideration in the marking of an end-of-unit exam in units taught by another School.*

PLEASE NOTE: ***submission of this form does not guarantee that a special exam will be granted or special consideration applied to the marking of an end-of-unit exam.***

If filling in the form electronically please make sure only to use Adobe Reader.

CURRENT PERSONAL DETAILS

Student Id: ☐☐☐☐☐☐☐☐ Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ .....

Family Name: ..... Given Name: .....

Student email: .....@student.scu.edu.au

Phone (W): ..... (H): ..... (Mob): .....

Course Name: .....

Misreading the examination timetable is NOT grounds to apply for a special exam

I am applying for: special exam ☐ **OR** consideration in the marking of an end-of-unit exam ☐

on the grounds of: (*mark X in the relevant box*)

☐ Health (*attach a medical certificate from a registered health practitioner, see over*)

☐ Compassionate or serious unforseen personal events (*attach factual details and corroborative evidence, see over*)

☐ Sporting selection or cultural event (*attached a statement signed by an authorised officer, see over*)

Year (eg 2013)	Study Period	Unit Code	Unit Name	Date of Exam

DECLARATION

I declare the information I have provided in this application is true and correct. I have attached all relevant factual information and supporting documentation. Where a medical certificate has been submitted, I authorise the University to seek further information directly from the registered health practitioner. Where a supporting statement has been submitted, I authorise the University to seek further information from the originating party or parties. I understand that if I have a disability or chronic medical condition that will affect my ability to complete an exam, I am required to contact the Disability Liaison Officer to discuss any adjustments or special arrangements. The personal information I provided on this form by my own free will, is protected by the NSW Privacy and Personal Information Protection Act 1998 and will not be disclosed to any person or organisation outside of the University without my consent.

Student Signature: ..... Date: ……. / …….. / ……

Head of School Decision:

Unit Code	Type (special exam or special consideration in marking)	Approved	Not Approved	Head of School Signature	Date
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

OFFICE USE ONLY SE Actioned: ☐ Advice Sent: ☐ Signature ..... Date: .....

Complete this form, attach all relevant factual information and supporting documents and submit to the relevant Head of School for approval.

Submission of this form, together with all supporting documentation, is a request only and does not guarantee a special exam will be granted or special consideration will be applied in the marking of an end-of-unit exam

To read the policy on special consideration, visit the Policy Library at www.scu.edu.au/policy select Students, select Rule 3, then view *Section 4 – Grounds for Special Consideration* and *Section 5 – Types of Special Consideration*

Grounds for Special Exam or Special Consideration in marking of an end-of-unit exam

Health including impacts of religious fasting	As soon as possible before the due date of the exam, you will need to obtain: a medical certificate from a registered health practitioner which must include: • date of consultation; *and* • specific statement of the practitioner's opinion of the effect of the complaint or treatment and your ability to complete the exam	A registered health practitioner means a health practitioner registered as a provider under Medicare or a private health fund, together with such health practitioners as the University may determine from time to time. Medical certificates or statements that do not contain this information will not be considered
Compassionate circumstances including religious observances or celebrations	As soon as possible before the due date of the exam, you will need to obtain: • factual details of the circumstances • together with such corroborative evidence that may support this application	Factual and corroborative evidence may include: • a medical certificate/statement • newspaper death notice • statement from religious leader
Serious unforseen personal events – normally refers to events which are outside the student's control to prevent or overcome	As soon as possible before the due date of the exam, you will need to obtain: • factual details of the circumstances • together with such corroborative evidence that may support this application	Factual and corroborative evidence may include: • a medical certificate/statement • newspaper article • photographic evidence
Selection in State, National or International sporting events and cultural events including religious observances or celebrations	One month before the starting date of the event, you will need to obtain: • a statement signed by an authorised officer of the appropriate organisation which details the nature of the event and validates a conflict with the University's timetable	The statement needs to be on the organisation letterhead and include contact details of the authorised officer or religious leader signing the statement
Rendering genuine and unforseen emergency assistance in a professional or voluntary capacity	As soon as possible before the due date of the exam, you will need to obtain • a statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered and validates a conflict with the University's timetable	The statement needs to be on the organisation letterhead and include contact details of the authorised officer signing the statement
Rendering any service (including undertaking training) in the Defence Reserves	As soon as possible before the due date of the exam, you will need to obtain: • a statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered and validates a conflict with the University's timetable	The statement needs to be on the organisation letterhead and include contact details of the authorised officer signing the statement

Types of Special Consideration

Special Exam – in lieu of a normal end-of-unit exam	Ensure you have complied with all other compulsory assessment requirements in the unit	Complete this form and attach: • medical certificates; and/or • other supporting documentation; and/or • corroborative evidence	Submit the completed form and all supporting documentation to the relevant Head of School for approval
Special Consideration in the marking of an end-of-unit exam	You may choose to sit the end-of-unit exam and be considered for special consideration in the marking **OR** **NOT** sit the end-of-unit exam and request a special exam	Complete this form and attach: • medical certificates; and/or • other supporting documentation; and/or • corroborative evidence	Submit the completed form and all supporting documentation to the relevant Head of School for approval