

SPECIAL CONSIDERATION - STUDENT PROCEDURE

The College expectation is that all students sit all assessments on the day they are scheduled and submit all take home tasks on the due date and time.

- (1) Students should obtain an Application for Special Consideration form from Student Services or the UWSCollege website. There are three application forms one for in-class assessments tasks, one for hand-in assessments tasks and one for final exams. Please use the relevant form and submit a form for each task.
- (2) Students should email completed or partially completed assessment tasks by the due date to their Unit Coordinator and submit the hard copy to the Student Centre. The student's name, student ID and class teacher's name are to be detailed on the cover sheet.
- (3) If students are applying for special consideration for online tasks, students should notify their class teacher immediately as it is not covered by the Special Consideration Policy.
- (4) A student who is applying for special consideration must submit a hard copy of the task and attach it to the completed application form and submit it to Student Services by 5.00 pm on the first day that the student is fit to return to UWSCollege or the **first day after the expiration of the medical certificate whichever comes first**.
- (5) An original medical certificate (or other documentation to support the application, e.g. death notice, evidence of sporting event etc) must be provided to Student Services who will certify the evidence, photocopy it and return the original to the student.
- (6) Students should receive a stamped copy of their application from Student Services at the time of lodging the application and retain the original documents after they have been certified by Student Services for up to one (1) year (as stated in the Special Consideration Policy).
- (7) Students will be advised of the outcome of their Application for Special Consideration via their student UWS email account.

Note

- Submitting an application does not automatically mean that special consideration will be granted.
- Medical certificates must include the severity of the medical condition and the likely effect on the student's performance. The UWSCollege Medical Certificate pro-forma can also be used.
- The assessment and application must be submitted on the first day after the expiration of the medical certificate **even if there are no classes scheduled for that day** (for example in the mid-term break).

Please note: A student may apply for special consideration if they experienced misadventure or extenuating circumstances outside their control and:

- this was sufficiently grave in nature or duration; and
- it caused significant disruption to their capacity to study effectively or complete unit requirements.

Evidence must be provided detailing the severity and/or gravity of the event and that it has disrupted previously satisfactory work during the session of enrolment. The evidence provided must be as follows:

- Serious illness - a **medical** certificate must be completed by your medical or dental practitioner. Alternatively, your practitioner may complete a UWS Medical Certificate Proforma. These are available at the Student Centre or the UWSCollege or UWS websites.
- Death or serious illness of immediate family member - a letter must be provided by a counsellor or doctor to support this event.
- Crisis/trauma - a letter must be provided by a counsellor or a police or medical certificate by a doctor.
- Unavoidable commitments - documentation showing dates, e.g. for jury duty etc, must be provided.
- Selection to represent at an international, national or state level event - supporting documentation advising of selection must be provided by the relevant organisation.