Special Consideration — Late Submission of Assessment Task

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.

- 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 UWS College medical certificate pro-forma should be used.

1. Students should obtain an Application for Special Consideration form from Student Services.
2. Students should email completed or partially completed assessment tasks by the due date to adminapp@uws.edu.au to support their application. The student’s name, student ID and teacher’s name are to be detailed on the assignment cover sheet.
3. A student who is applying for Special Consideration must submit the task attached to the completed application form and submit it to Student Services on the first day that the student is fit to return to UWS College OR the first day after the expiration of the medical certificate WHICHEVER COMES FIRST. A hard copy of the work previously submitted by email must be attached.

- The first day after the expiration of the medical certificate applies even if there are no classes scheduled for that day (for example in the mid-term break)

4. An original medical certificate (or other documentation to support the application, eg medical certificate, death notice, evidence of sporting event), must be provided to Student Services who will certify the evidence, photocopy and return the original to the student.
5. Students should retain the original documents after they have been certified by Student Services.
6. Student will be advised of the outcome of their application for special consideration via their student UWS email account.
7. If the application is granted, the student’s assessment task will be marked and no late penalty will apply.
8. If the application is denied, the student will be penalised 10% of the mark for each day that the assignment is late.
Please note: A student may apply for Special Consideration if they:

1. experienced misadventure or extenuating circumstances outside their control, and
2. this was sufficiently grave in nature or duration, and
3. 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.

1. *Serious illness* — a UWSC or UWS Medical Certificate must be completed by your medical or dental practitioner. These are available at the Student Centre or UWSC or UWS website.
2. *Death or serious illness of immediate family member* — requires a letter from a counsellor or doctor to support this event.
3. *Crisis/trauma* — a letter from a counsellor or police or medical certificate from a doctor.
4. *Unavoidable commitments* — documentation showing dates, eg for jury duty, etc.
5. *Selection to represent at an International, National or State level event* — supporting documentation advising of selection.