Application for Special Consideration – In class assessment task

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

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

1. Personal details

UWS College Student ID number

Telephone

Family name

Given names

☐ Diploma ☐ University Foundation Studies ☐ Associate Degree

Course name

Campus

2. Assessment details

I am applying for special consideration for the assessment tasks listed below:

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Unit name</th>
<th>Unit coordinator</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class teacher/tutor</th>
<th>Name of assessment task</th>
<th>Task weighting</th>
<th>Due date</th>
<th>Attempted task? (Yes or No)</th>
</tr>
</thead>
</table>

3. Reason for application

Evidence must be provided detailing the severity and/or gravity of the event and that it has disrupted previously satisfactory work during the term of enrolment.

- Serious illness
  - If your practitioner uses the UWS College Medical Certificate Proforma, they must affix a provider stamp. If your practitioner uses their own certificate, they must include all of the information requested on the UWS College Medical Certificate Proforma. Certificates signed by family members will not be accepted.

- Death or serious illness of immediate family member
  - Please attach a letter from a counsellor or doctor indicating the relationship of the family member to the student.

- Crisis/trauma
  - Supporting evidence may include a medical certificate or other letter from a counsellor, doctor, or police depending on the nature of the issue. There must be evidence to demonstrate the severity and/or gravity of the circumstance, in addition to the evidence that the misadventure has disrupted previously satisfactory work by a student during the term of the enrolment.

- Unavoidable commitments
  - Examples are jury duty, court appearance, military reserve activities and, emergency service commitments. Please attach documentation showing compulsory attendance dates.

- Selection to represent at international, national or state level in a sporting or cultural event
  - Please attach supporting documentation from state, national or cultural organisation advising of selection.

- Other compelling reasons
  - Please attach supporting documentation. Specific details/compelling reasons are to be provided here:
4. Evidence to support your application for special consideration

I have attached documentation to support this request for special consideration.
List attachment(s):

5. Student declaration

I declare that the information provided by me on this form is true and correct. I also agree to the release of personal information about me for the purpose of assessing this application.

Signature       Date (dd/mm/yyyy)       UWSCollege Time/Date Stamp

6. Outcome of application for special consideration — Office use only

This document will be scanned and returned with response to student via UWS email.

- No action — Special consideration has been denied
- Average marks for similar tasks used to calculate an average
- Complete a different assessment task on:
- Circumstances taken into consideration — The marks achieved in this assessment task will be compared to your performance in other assessment tasks and moderated if necessary

Comment/recommendations:

Staff member's name
Position

Signature       Date (dd/mm/yyyy)

Note: Incomplete or incorrect applications will not be processed.

In providing my personal information to UWSCollege, I understand that, other than as authorised by law, UWSCollege will only use this information for the purposes for which it is being collected in accordance with the College’s functions and activities associated with my enrolment. In some instances, the College may need to disclose information to any government department which administers, or has authority regarding, education or immigration policy and law and any other government agencies (state, territory or federal); an affiliated entity of the College, or to third parties for the purposes of recovering unpaid UWSCollege fees or other debts owed to the College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and UWSCollege policies.

The University of Western Sydney is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 00917K. UWSCollege Pty Limited (ABN 44 003 474 468, CRICOS Code 02851G) is a wholly-owned entity of the University of Western Sydney (CRICOS Code 00917K). UWSCollege Academic Pathway Programs are delivered by UWSCollege under arrangement with the University of Western Sydney. 403