DEFERRED EXAMINATIONS EFORM GUIDE
Special Consideration and Deferred Exams eForm

Use this form to apply for special consideration during the marking of an assessment item or to apply to sit an examination at a time other than the scheduled time and date. If you have an Education Access Plan, you may not need to apply, please contact the Access and Inclusion office for advice.

- Special assessment consideration: For students who have extenuating circumstances that may affect their assessment mark.
- Deferred examinations: For students who need to sit an examination at a time other than the scheduled date/time due to extenuating circumstances.

After selecting the right option for you, the form will be submitted to the appropriate area for approval/information.

**Special consideration:** You will be notified by email to your ANU student account when your request has been received. If granted, your grade/s will be automatically reviewed. Please note that your assessment outcome may not change. You will not be informed of the way your grades have been adjusted.

**Deferred examination:** You will be notified of the outcome via your student email account. If approved, it is your responsibility to confirm the date, time and location for your exam/s with the relevant ANU College or School.

You can review the policy here. Do not use this form if you are applying for an extension to an assessment task. If you need an extension, please apply in writing directly to your course convener.

**You must submit your completed application no later than three working days after the due date of the affected assessment unless serious illness or misadventure prevented you from submitting this form.**

### Approval Delegation

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Initiation</td>
<td>Student Application for Deferred Examination</td>
<td></td>
</tr>
<tr>
<td>EGAP Approval</td>
<td>Examinations, Graduations and Prizes Office Approval</td>
<td>EGAP</td>
</tr>
</tbody>
</table>
Deferred Examinations - Form Guide

This reference guide provides an overview of the process when submitting a request for Deferred Examinations. A Deferred Examination is the sitting of an examination at a time other than the scheduled date/time. Wherever possible a student should sit their examination at the prescribed time, and if necessary apply for Special Consideration for the marking of the examination. Deferred Examinations are for students who are unable to attend the examination at the prescribed time.

For more information on Deferred Examinations, please access the Student Assessment (Coursework) Policy and the Assessment Rules.

Student Application

1. Login to ISIS using your UID and password

2. Navigate to:
   > ISIS > Degree Management > Manage My Degree
   And select ‘Special Consideration and Deferred Exams’ from the eForm list. Click ‘Apply’ to open the form in eForms.

4. The first page is an introduction with details about the different functions of the form. Select whether you will be applying for Deferred Examination or Special Consideration. The form can only process one function at a time so if you would like to apply to both, you will need to start a second form. Please select your current program from the drop down menu.
Introduction

Use this form to apply for Special Consideration during the marking of an assessment item or to apply to sit an examination at a time other than the scheduled time and date. If you have an Education Access Plan, you may not need to apply, please contact the Access and Inclusion office for advice. This form replaces the following forms:

- Special assessment consideration: For students who have extenuating circumstances that may affect their assessment mark.
- Deferred Examinations: For students who need to sit an examination at a time other than the scheduled date/time due to extenuating circumstances.

After selecting the right option for you, the form will be submitted to the appropriate area for approval/information.

Special Consideration: You will be notified by email to your ANU student account when your request has been received. Generally, you will not be notified of the outcome. Your application will be considered by the course convener of the affected course; adjustments to mark/grades will be made at the convener’s discretion. Please note that an application for Special Consideration does not automatically mean that any changes will be made to your assessment outcome.

Deferred Examinations: You will be notified of the outcome via your student email account. If approved, it is your responsibility to confirm the date, time and location for your exam/s with the relevant ANU College or School.

You can review the procedure here. Do not use this form if you are applying for an extension to an assessment task. If you need an extension, please apply in writing directly to your course convener.

You must submit your completed application no later than three working days after the due date of the affected assessment unless serious illness or misadventure prevented you from submitting this form. If more than 3 days have lapsed since your examination, you may be requested to provide supporting documentation to explain the delay in submitting this application.

Action selection

Select action:
- apply for Special Consideration
- apply for Deferred Examination

Note: If you require to apply for Special Consideration and Deferred Examination, please complete two of forms.

Program selection

Please select the program that this form relates to:

Select program

Click on [ ] to proceed.
5. This page provides details on your enrolment, citizenship and program. Please ensure these details are correct.

<table>
<thead>
<tr>
<th>Student details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidature details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program</strong></td>
</tr>
<tr>
<td><strong>Enrolment type</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>College / School</strong></td>
</tr>
<tr>
<td><strong>Program commenced</strong></td>
</tr>
<tr>
<td><strong>Academic load</strong></td>
</tr>
</tbody>
</table>

If any of the program details listed above are incorrect, please contact your Local Student Administrator.

Click on ![Next button](to proceed.)
6. On the course selection page, please select all the courses for which you require Deferred Examination. Please select the date of your examination.

Course selection
Course enrolment

Please select the relevant courses from the following coursework list.

Note: To ascertain the date of exam please refer to the exam timetable

<table>
<thead>
<tr>
<th>Select</th>
<th>Course code and title</th>
<th>Class #</th>
<th>Semester / Session</th>
<th>Units</th>
<th>Date of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>First Semester, 2016</td>
<td>0</td>
<td>1/06/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>First Semester, 2016</td>
<td>0</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>First Semester, 2016</td>
<td>6</td>
<td>2/06/2016</td>
</tr>
</tbody>
</table>

Click on to proceed.
On this page you must provide a reason for your application for Deferred Examination. Select a reason from the list and upload a personal statement providing details on your application. If your reasons for applying are medical, elite athlete or victim of crime, you must also provide supporting documentation.

**Consideration reasons**
- Medical
- Personal
- Family
- Elite athlete
- Misadventure
- Victim of crime

Note: You are required to provide a personal statement. You may also upload any relevant supporting documentation.

**Personal statement**
Documents uploaded must be in English. If the documentation is in a foreign language, it must be translated into English by an official translator. Both the foreign language version and the English language version must be uploaded. Additional information on document certification and translation can be found [here](#).

**Supporting documentation**

Click on **→** to proceed.
8. Please indicate whether you have an Education Access Plan (EAP) with Access and Inclusion. If you do have an EAP, please indicate which courses it applies to.

**Special arrangements**

An Education Access Plan (EAP) is a plan of reasonable recommended adjustments sent to the colleges by the office of Access & Inclusion for students with disability to ensure they are not disadvantaged in their studies.

Do you have an Education Access Plan with Access and Inclusion?*

- Yes
- No

Do you have Special Examination Arrangements for the selected courses?*

- Yes
- No

Please select the course for which you have Special Examination Arrangements.

<table>
<thead>
<tr>
<th>Select</th>
<th>Course code and title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANU004: Introduction to Wages</td>
</tr>
<tr>
<td></td>
<td>ANU004: Introduction to Wages</td>
</tr>
</tbody>
</table>

Please indicate whether you have Special Examination Arrangements for your courses, and which courses this applies to.
Do you have Special Examination Arrangements?*

☐ Yes
☐ No

Please select the course(s) for which you have Special Examination Arrangements.

Select Course code and title

Click on to proceed.

9. Please read though the declaration on the submission page. Once you click the checkbox confirming you agreement, click on the Submit button to complete the form.

Submission

I certify that the information supplied by me in this application is complete and true. I have read and understood the information about special consideration provided in The Australian National University Assessment Rules and in the University’s Student Assessment (Coursework) Policy.

I acknowledge the onus is on me, the student, to provide evidence to substantiate my claim. Documentation lodged elsewhere for other purposes will not be considered; all supporting documentation must be attached to this application.

I acknowledge the University may audit my application and will provide original supporting documentation on request.

☐ I confirm that I have read the above declaration and agree with its content.

Submit

You application will be sent to the Examinations, Graduations and Prizes Office for approval.
## Examinations, Graduations and Prizes Office Approval

1. You will receive an Email notification that action is required on a form
2. Approvers login to [ANU eForms](https://www.anu.edu.au/) using their login ID and password.
3. The form will appear in the Forms Assigned to My Groups section

   Click on the form to enter

4. The first page is an introduction outlining the purpose of the application.

   ![Introduction Page](image)

   Click on **[Next]** to proceed.

5. This page provides details on the Student’s details including information regarding their Citizenship, Program and any previous applications for Deferred Examinations.
## Student details

### Details

<table>
<thead>
<tr>
<th>Name</th>
<th>student</th>
<th>lecturer</th>
<th>name</th>
</tr>
</thead>
</table>

### Candidate details

<table>
<thead>
<tr>
<th>Program</th>
<th>student</th>
<th>lecturer</th>
<th>name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment type</td>
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<td>lecturer</td>
<td>name</td>
</tr>
<tr>
<td>Status</td>
<td>student</td>
<td>lecturer</td>
<td>name</td>
</tr>
</tbody>
</table>

### Unofficial transcript comments

The details recorded in the system are displayed in the table below for your information.

### Deferred Exam (Approved)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/06/2016</td>
<td>Student Program</td>
<td></td>
</tr>
<tr>
<td>14/06/2016</td>
<td>Student Program</td>
<td></td>
</tr>
</tbody>
</table>
6. The Course Selection page shows the courses for which the student has indicated they require Deferred Examinations. Please select the appropriate College for each course.

Click on to proceed.
7. The Consideration Reasons page is where the student outlines why they require special consideration. To download a personal statement from the student or supporting documents, click the [Open] button beside the document.

Click on to proceed.
The Special Arrangements page provides details on the student’s Education Access Plan and Special Examination Arrangements if applicable.

**Special arrangements**

An Education Access Plan (EAP) is a plan of reasonable recommended adjustments sent to the colleges by the office of [Access & Inclusion](#) for students with disability to ensure they are not disadvantaged in their studies.

[Name] has confirmed that they have an Education Access Plan with Access and inclusion for the following course(s):

- 

They have also confirmed that they have a Special Examination Arrangement for the following course(s):

- 

Click on [ ] to proceed.
9. Once you have reviewed the student’s application you may approve or decline their request or send back to the student requesting further information. Click the submit button to complete the form.

Once approved, the application will be emailed to the student’s Colleges as determined on the Course Selection page.