DEFERRED EXAMINATIONS EFORM GUIDE

Contents

Version 1.0

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 examinations 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

Process	Description	Approver
Form Initiation	Student Application for Deferred Examination	
EGAP Approval	Examinations, Graduations and Prizes Office Approval	EGAP

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

Form Id: 1000005210

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 eform 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 examinations 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 convenor of the affected course; adjustments to mark/grades will be made at the convenors discretion. Please note that an application for Special Consideration does not automatically mean that any changes will be made to your assessment outcome.

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 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 eForms.

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.

Student details

Details

Name est elementum lectut flunc

Canditature details

Program	est elementum lectut flunc	College / School	fnablofassusset fkflaggnsss fnablofassusset fkflaggnsss
Enrolment type	aliamentum	Program commenced	fabtassat Magns
Status	aliamentum	Academic load	dilrtdut

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

Click on 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

Select	Course code and title	Class #	Semester / Session	Units	Date of exam
☑			First Semester, 2016	0	1/06/2016
☐			First Semester, 2016	0	
☑			First Semester, 2016	6	2/06/2016

Click on → to proceed.

7.	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.

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.
	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 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 Form Id: 1000005032 Please review ██████ ██████ application over the following pages and action the request at the end. Mr James Hansard will be notified when the application is processed, not the nature of the application of consideration. If the student has an Education Access Plan, this will be highlighted to you. This form is used by students to apply for special consideration during the marking of an assessment item or to apply to sit a deferred examination. This eform 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 examinations at a time other than the scheduled date/time due to extenuating circumstances. **Action selection** ██████ ██████ has applied 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. Click on [→] 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.

Australian National University

Student details

Details

Name

Canditature details

Program

Enrolment type

Status

College / School

Program commenced

Academic load

Unofficial transcript comments

The details recorded in _____ unofficial transcript comments are displayed in the table below for your information.

Deferred Exam (Approved)

Date	Description	Comments
14/06/2016	Student Program	
14/06/2016	Student Program	

Click on ⟶ to proceed.

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.

Consideration reasons

_____ has provided **Personal** reasons in their application for Deferred examinations.
They have provided the following documentation supporting their application.

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.

Personal statement*
ⓘ   (_____.docx) [Open]

Supporting documentation

Supporting
documentation ⓘ   (_____.docx) [Open]

Click on (→) to proceed.

8.	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.
	.... 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.
	Submission
	Approval
	Please indicate whether this application is approved by your area.
	● approve
	○ request further information
	○ decline
	Approving this request will complete the form and will be notified of the outcome.
	[Submit application]
	Once approved, the application will be emailed to the student's Colleges as determined on the Course Selection page.