



Australian  
National  
University

# **SPECIAL CONSIDERATION EFORM GUIDE**

Version 1.0



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## 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.

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 Special Consideration	
College Selection	When no course convener is recorded for your course, the form is sent to EGAP to determine the correct college to approve the application	Examinations, Graduations and Prizes Office

## Special Consideration - Form Guide

This reference guide provides an overview of the process when submitting a request for Special Consideration. Special consideration is the process by which an examiner takes extenuating circumstances into consideration during the marking of an assessment item. Extenuating circumstances are defined as circumstances that were unpredictable and unavoidable.

For more information on Special Consideration, 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 convener 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 [Redacted]

#### Candidature details

Program [Redacted]

College / School [Redacted]

Enrolment type [Redacted]

Program commenced [Redacted]

Status [Redacted]

Academic load [Redacted]

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 will be applying for Special Consideration. Note: If your Course Convenor is not listed, the form will be sent to EGAP to determine the correct area to notify.

**Course selection** 📄 ⏪ ⏩

**Course enrolment**

Please select the relevant courses from the following coursework list.

Select	Course code and title	Class #	Semester / Session	Units	Course Convenor
<input checked="" type="checkbox"/>	XXXXXXXXXXXX	XXXX	First Semester, 2016	0	XXXXXXXXXXXX
<input type="checkbox"/>	XXXXXXXXXXXX	XXXX	First Semester, 2016	0	XXXXXXXXXXXX
<input checked="" type="checkbox"/>	XXXXXXXXXXXX	XXXX	First Semester, 2016	6	XXXXXXXXXXXX

⏩

Click on ⏩ to proceed.



7. On this page you must provide a reason for your application for special consideration. Select a reason from the list and upload a personal statement providing details on your application. You may also supply additional supporting documentation. 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](#).

Personal statement\*

### Supporting documentation

Supporting documentation

Additional document upload slots can be added by clicking the + button.

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.

Select	Course code and title
<input type="checkbox"/>	Education Additional Program
<input type="checkbox"/>	Education Additional Program

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
<input type="checkbox"/>	Education Leadership Studies
<input type="checkbox"/>	Education Leadership Studies

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](#) and [Procedure](#).

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.

**Next Steps:** On clicking submit, the application will be sent to the Examinations, Graduations and Prizes Office (EGAP) for review. You will be notified once the application has been forwarded to the appropriate course convenor(s)/college(s).

Submit to EGAP

Your application will be sent to the relevant course conveners for consideration. If your Course Convenor is not listed for a selected course, the form will be sent to EGAP to determine the correct area to notify.

### Examinations, Graduations and Prizes Office Stage

The Special Consideration application is sent to EGAP when the Course Convener for your course isn't indicated.

1.	You will receive an Email notification that action is required on a form.
2.	Approvers login to <a href="#">ANU eForms</a> using their login ID and password.
3.	The form will appear in the Forms Assigned to My Groups section



### Forms Assigned To My Groups

Form	Assigned By	Date Assigned
Special Consideration and Deferred Examination - EGAP Review	[User Name]	23/06/2016 9:4

Click on the form to enter

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

#### Introduction



Form Id: 1000004828

Please review [User Name] application and select the appropriate college for the course(s) without a listed course convenor.

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

[User Name] has applied for **Special Consideration**.

Special Consideration is the process by which an examiner takes extenuating circumstances into consideration during the marking of an assessment item. Extenuating circumstances are defined as circumstances that were unpredictable and unavoidable. For more information on Special Consideration, please access the [Student Assessment \(Coursework\) Policy](#), [Procedure](#) 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.

### Student details

#### Details

Name [Redacted]

#### Candidature details

Program [Redacted]

College / School [Redacted]

Enrolment type [Redacted]

Program commenced [Redacted]

Status [Redacted]

Academic load [Redacted]

Click on



to proceed.



6. The Course Selection page shows the courses for which the student has indicated they require Special Consideration. For each course which doesn't have a listed Course Convenor, please select the appropriate College to notify. Once you have selected the Colleges, click submit to complete the form.



Course selection

Course enrolment

[Name] has requested Special Consideration for the following courses. You are required to select the relevant college for the courses which do not have a course convenor listed.

Select	Course code and title	Class #	Semester / Session	Units	Course Convenor	Select College
<input type="checkbox"/>	[blurred]	[blurred]	First Semester, 2016	0		
<input checked="" type="checkbox"/>	[blurred]	[blurred]	First Semester, 2016	0	Convenor Not Listed	<ul style="list-style-type: none"> <li>CBE</li> <li>CECS</li> <li>LAW</li> <li>CASS</li> <li>CMBE</li> <li>CPMS</li> <li>CAP</li> </ul>
<input checked="" type="checkbox"/>	[blurred]	[blurred]	First Semester, 2016	6	[blurred]	

**Next Steps:** On submitting the application, notifications for Special Consideration will be sent to the course convenor(s)/college(s). The student will also be notified that their application has been progressed.

Once submitted, the student's Colleges will be notified via email.