

SPECIAL CONSIDERATION EFORM GUIDE



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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.



	Form Id:
e 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 appice for advice. This eform replaces the following forms.	y, please contact the Access and
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er selecting the right option for you, the form will be submitted to the appropriate area for approval/information.	
ecial 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 lead 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.	affected course; adjustments
ferred 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.	
u 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.	
u 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 amination, you may be requested to provide supporting documentation to explain the delay in submitting this application.	days have lapsed since yo
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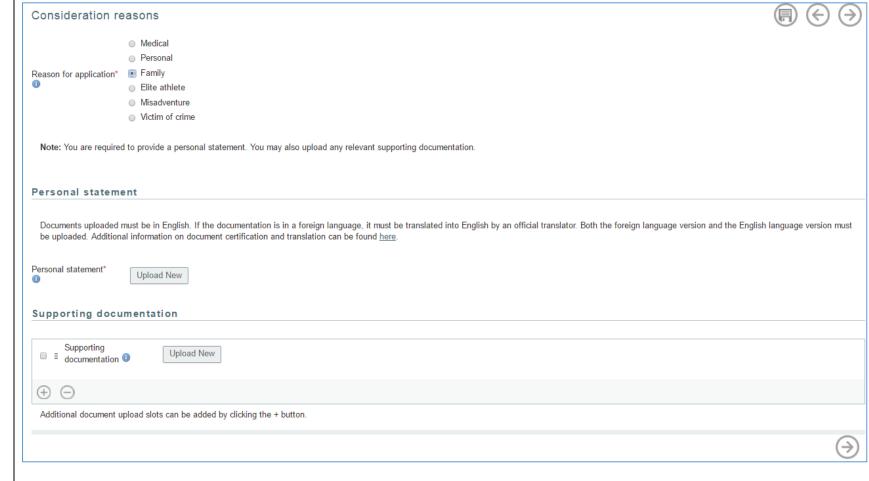
Student detail	S		
Details			
Name			
Canditature de	tails		
Program		College / School	
Enrolment type		Program commenced	
Status		Academic load	
If any of the progra	m details listed above are incorrect, please contact your Loc	cal Student Administrator.	



	selection nrolment					
Please sel	ect the relevant courses from the following coursework list.					
elect	Course code and title	Class #	Semester / Session	Units	Course Convenor	
2	habitacost Wagen		First Semester, 2016	0	t de la constitución de la const	
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			First Semester, 2016	6	Publicacos Stages	
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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.



Click on



to proceed.



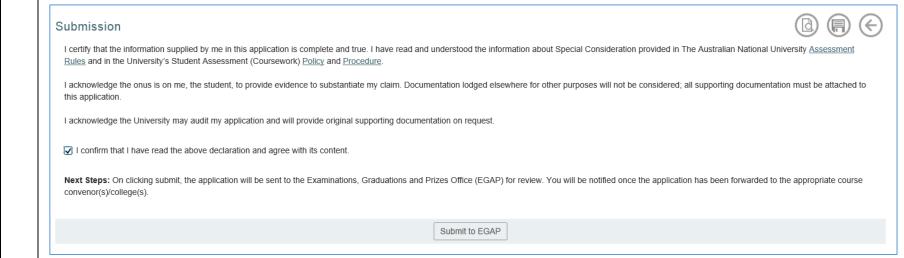
inocial arrange	ements (A)	
Special arrange		
An Education Access	Plan (EAP) is a plan of reasonable recommended adjustments sent to the colleges by the office of Access & Inclusion for students with disability to ensure they are not disadvantaged in their studies.	
Do you have an Edu	cation Access Plan with Access and Inclusion?*	
Yes		
○ No		
Do you have Special	Examination Arrangements for the selected courses?*	
Yes		
○ No		
Please select the cou	rrse for which you have Special Examination Arrangements.	
	ilse for which you have special examination Arrangements.	
	Course code and title	
Select	Course code and title	
Select		
Select	Course code and title	
Select	Course code and title	



○ No		
0 110		
Please select the	course(s) for which you have Special Examination Arrangements.	
Select	Course code and title	



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.



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.

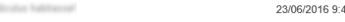
1.	You will receive an Email notification that action is required on a form.
2.	Approvers login to ANU eForms using their login ID and password.
3.	The form will appear in the Forms Assigned to My Groups section



Forms Assigned To My Groups

Form Assigned By Date Assign

Special Consideration and Deferred Examination - EGAP Review



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 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.
- <u>Deferred Examinations</u>: 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 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 <u>Student Assessment (Coursework) Policy, Procedure</u> and the <u>Assessment Rules</u>.

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Click on



to proceed.



Student detail	S		
Details			
Name			
Canditature de	etails		
Program	ad stementum tectral fluxs	College / School	
Enrolment type		Program commenced	
Status			
		Academic load	



Reference Guide 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 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 0 First Semester, 2016 Hillington hall/faccost Wagers First Semester, 2016 Convenor Not Listed CBE CECS LAW CASS First Semester, 2016 CMBE ✓ CPMS CAP 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. Submit application to the Student Administrative System Once submitted, the student's Colleges will be notified via email.