

SPECIAL CONSIDERATION

If you have been severely affected as a result of trauma, grief, illness or other event outside of your control, you can apply for Special Consideration in the assessment of your overall subject or for particular pieces of work

How to Apply

Special Consideration (SC) application forms are available from your faculty office, the Student Rights Office or online.

There are two different SC Application Forms:

- In-semester Task
- End-of-semester exam/assessment Task

You should take the original plus one copy of your application and documentation to your faculty office. The faculty will then stamp the forms and the copy and return the copy to you as proof of the submission of your application. Documentation must state that you were unfit to sit the examination on the relevant date or complete work for assessment on or before the relevant date

Submit your application for SC no later than two University working days after the assignment due date or date of exam. Applications will not normally be accepted after this. In exceptional circumstances, consult your Associate Dean of Teaching.

All information contained in an application is treated confidentially and will only be viewed by designated personnel.

Important Points for Everyone

The Board of Examiners for each faculty is responsible for making a decision regarding each application.

Each faculty has adopted differing policies and procedures in relation to SC applications, so you must approach your faculty for specific advice.

If you are unable to sit your exam due to illness or other significant event, you may be allowed to sit a deferred exam.

If you feel sick or otherwise unable to continue your exam, you must inform the Invigilator no later than 30 minutes before the scheduled end of the exam, you should then be provided with an Examination Cancellation Request Form →If you do not do this, you will not be eligible for SC.

A mark adjustment will not be made under any circumstance

Your Student Rights Officers:

 9905 3118 OR  9905 3126
 studentrights.msa@adm.monash.edu.au

Notification of SC

Early SC applications (exams):

- If successful, you should attend the deferred exam only
- In unsuccessful, you should attend the current scheduled exam

SC applications after assignment due date or exam date:

- You will be notified via WES in relation to final exams or by your student email account for other end-of-semester assessment tasks.

Students who complete the final examination/assessment task will not be eligible for Special Consideration.

Appeals

The granting of SC is not automatic.

There is generally no avenue of appeal. However, if you believe that your application was not given due consideration, you can lodge a Grievance.

Important Points for Students from Non-English Speaking Backgrounds

Difficulty with English is not a ground for SC. However, there are provisions for additional help.

You may apply to your faculty in your first two semesters of study to be given additional time or to take a dictionary into your exam.

To be eligible for this, students should have sought the assistance of the Language and Learning Service (upstairs in the Campus Centre) during the semester, and submit a written request to the faculty before week eleven.

See: <http://www.policy.monash.edu/policy-bank/academic/education/assessment/extra-time-nesb-policy.html>

For Detailed Information

Monash Special Consideration Policy: <http://www.monash.edu.au/exams/special-consideration.html>

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