

What about circumstances not covered by Special Consideration?

Contact SUPRA for advice if you have a prolonged illness or disability. If there are other reasons you might need special arrangements for examinations and assessments.

Useful Resources

Policies - www.usyd.edu.au/policy

- Special Consideration provisions (in section 5 of the Assessment and Examination of Coursework resolutions)
- Special Arrangements for Examinations and Assessments.

Services and Support

You can contact a SUPRA Student Advice and Advocacy Officer (SAAO) for advice on special consideration and appeals.

- The Counselling Service
www.usyd.edu.au/stuserv/counselling
- International Student Services Unit
www.usyd.edu.au/stuserv/issu
- University Health Service
www.unihealth.usyd.edu.au

Stop Press!

New Special Consideration principles are being considered by the Academic Board. They partly resulted from SUPRA and SRC advocacy. If passed as proposed there would be significant improvements for students, including new provisions for minor assessment extensions without formal application, clarification that non PPC medical evidence must be considered, and improved provisions on post dated certificates.

Contact Details

You can contact a SUPRA SAAO via:

- Email: help@supra.usyd.edu.au
- Telephone: (02) 9351 3715 or free call number: 1800 249 950 if you are outside the Sydney Metropolitan area.
- Fax: (02) 9351 6400
- Complete a web form:
www.supra.usyd.edu.au/Adv/Contact_a_SAAO.html
- Or just come into the SUPRA office in the Ralan Street Building (G10) during normal business hours

Disclaimer:

This information does not constitute legal advice. Despite our best efforts there may be errors in the information we give you. Seek a range of advice and up to date information on your particular circumstances before you act on the information provided.

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Postgraduate Coursework Students and Special Consideration

What to do if you are ill or other unexpected events happen that affect your assessments or exams



www.supra.usyd.edu.au

What you can do when illness or other unexpected circumstances affects your assessments or exams

If you find yourself in this situation, you may wish to apply for special consideration. Your Faculty may have its own policies which you should read. They have to comply with the University wide *Assessment and Examination of Coursework* resolutions of the Academic Board. The resolutions are designed to ensure individuals are not disadvantaged by adverse personal circumstances beyond their control.

Your Privacy

The University commits to handle special consideration cases in a way that is equitable, procedurally fair, timely, effective, and consistent with the University's Privacy Policy. As your application may contain sensitive medical and other personal information access is limited to those staff whose job requires them to access it. Records must be retained for at least 12 months.

When should I apply?

Applications should usually be received by the Faculty no more than one week from the assessment due date or date of examination.

How to apply

Applications should be completed by filling in a special consideration form that includes a template of a Professional Practitioner's Certificate (PPC). The forms are available from your Faculty, the Student Centre or download them from www.usyd.edu.au/studentcentre/forms

You will need to complete the PPC or an equivalent for serious illness, or you should include other appropriate documentation for misadventure (e.g. police report, death notice).

As an outcome of recent appeals, the University acknowledged that even though it prefers its template Professional Practitioner's Certificate (PPC), alternative and equivalent documentation must be considered if presented by a student.

Note that current policy says that post dated certificates will not be accepted, though there are now some exceptions. Where relevant you should seek certificates as soon as possible.

Take copies of all your documentation and retain a receipt given to you when you lodge forms with the Faculty Office.

How is a decision reached?

Two or more academic staff are involved in reaching an academic judgment and the process should be recorded in detail.

Possible outcomes

Depending on circumstances and the policy of the Faculty involved, an approved application could lead to a re-examination opportunity, aggregating or averaging of marks, an extension to submit assessments, or an alternative form of assessment.

An application can be denied for:

- brief or trivial illness;
- workload for other units;
- employment;
- illness or misadventure leading to not acquiring pass level knowledge/skills;
- lack of documentation;
- post dated requests for extension without reason;
- where there is evidence that performance has not been affected;
- planned commitments that could have been re-scheduled;
- most computer related problems.

Appeals

Decisions under Special Consideration are academic judgments appealable following the process described in the SUPRA's Academic Appeals Brochure.