Application for Special Consideration

Please read instructions on the reverse of this page thoroughly before completion of this form.

Student ID Number

Student Details

Last Name
First Name
Date of Birth

Program Details

Program Code
Program Title
Subject Code
Subject Title
CRN
Term

Teacher Name
Assessment Task
Due Date

Statement of grounds for application: (To be completed by Student and must be supported by documentary evidence)

Declaration (To be completed by Student)

I wish to apply for Special Consideration on the grounds that I was/will be disadvantaged in my performance in the assessment task because of:

- Illness (medical certificate required).
- Significant personal hardship, death involving immediate family, car accident, court appearance (evidence required).

Name of Student
Signature
Date

Refer to student handbook for more information.

Significant personal hardship (to be completed by a Student Counsellor)

I, the Student Counsellor, have discussed the above student’s Application for Special Consideration based on significant personal hardship and

- I do
- I do not recommend that the applicant is eligible to apply to the Teaching Department for Special Consideration.

5 day eligibility waived by Student Counsellor.

I have marked the student’s assessment task and:

- The student passed without needing special consideration.
- I believe the grounds for special consideration may have been sufficient to cause failure and therefore the student has been granted a pass in this assessment task. NOTE: If assessment has already been processed, an Amendment to Result Form should be attached to this document and sent to the Student Records Office.
- I believe the student would have failed this assessment task irrespective of the stated condition. Clear, concise comments please:

Note: Teachers are instructed to give students the benefit of the doubt if the basis of the special consideration is deemed sufficient to cause the applicant to fail or not be competent in the task at the time of the assessment. Teachers should take into account: student attendance, student performance in previous assessment(s), the mark obtained in the assessment in question, the severity of the handicap and any other relevant information.

Authorising Teacher/Assessor
Signature
Date

Authorising Head of Department
Signature
Date

SRO (Amendment Recorded – Final Assessment only)
Signature
Date
Application for Special Consideration

Applicants note the following:

Applications can normally be made prior to, or up to five (5) working days after the due date of the assessment task.

1. An Application for Special Consideration can only be made if the assessment task has been completed. If the task has not been completed an APPLICATION FOR DEFERRED ASSESSMENT may be made.

2. A separate Application Form is to be completed for each assessment task.

3. Special Consideration will only be granted if the student has:
   3.1 attended a satisfactory number of classes (80% class attendance is required). The Manager has authority to assess the merits of individual applicants in serious circumstances.
   3.2 attained a satisfactory level of performance in the competency/module,
   3.3 their performance to date suggests that in the absence of the illness/significant personal hardship the student would have passed the assessment task.
   3.4 Attached all required supporting documentation (evidence) to the application.

4. The highest mark attainable if the application is approved is 50% (or competent result) for vocational students.

5. For higher education students special consideration may apply to grades at all levels.

6. A student may be eligible in principle for Special Consideration but the assessment may not necessarily change.

7. This form is not to be used for the ongoing educational support of those with long term or chronic illness. Please refer to Student Services where an educational management/access plan may be developed based on individual circumstances.

8. Grounds for Application

8.1 Medical
   A student must have sat the examination and been ill at the time, or prior to, the due date of the assessment task. The extent of the illness must be certified by a medical practitioner. Holmesglen reserves the right to seek verification from the Medical Practitioner and reject the application in certain instances.

8.2 Significant Personal Hardship
   A student must have suffered significant personal hardship, death in the immediate family, car accident, or have made a court appearance. If confidentiality is required, see a Student Counsellor.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Procedure for completion (Keep all copies together until Point 6)

1. Student completes form and attaches relevant documentation and hands it to the Centre/Department Administrative Officer.

2. Centre/Department Administrative Officer completes Date Received and Date to be Collected and notifies Student of collection date.

3. Form is forwarded immediately to Teacher/Assessor.

4. Teacher/Assessor completes form and forwards to Head of Department.

5. Authorised form is returned to the Centre/Department Administrative Office, where it is collected by student.

6. Top copy is collected by the Student from the Centre/Department Administration Office. Yellow copy, with documentation, is retained by the Centre/Department. Blue copy is forwarded to the Student Records Office.