

SPECIAL CONSIDERATION IN ASSESSMENT APPLICATION (INTERNAL)

INSTRUCTIONS: PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

1. The eligibility and procedure for special consideration is detailed in the Conducting (VET) Assessment Policy and Procedure, and the Higher Education Assessment Policy and Procedure, available on the Institute website.
2. This application MUST be lodged with your relevant Dean of Faculty:
 - 2.1 no less than ten (10) working days prior to the examination/assessment
 - 2.2 within two (2) working days after the date of the examination/assessment, in unforeseen circumstances, i.e., in the case of accidents or illness.
3. The Dean of Faculty will determine if the application should be supported, and will forward the outcome to the Registrar (Elgar Campus, Building 4).
4. The Registrar will advise you of the outcome of this application, within five (5) working days of receipt of the application.
5. You are advised to contact Student Life for assistance with your application if necessary. Student Life are located at the Elgar Campus and can be contacted on (03) 9286 9891.

STUDENT ID:	<input style="width: 95%;" type="text"/>		
GIVEN NAMES:	<input style="width: 28%;" type="text"/>	SURNAME:	<input style="width: 62%;" type="text"/>
ADDRESS:	<input style="width: 97%;" type="text"/>		
SUBURB:	<input style="width: 46%;" type="text"/>	POSTCODE:	<input style="width: 18%;" type="text"/>
PHONE:	<input style="width: 95%;" type="text"/>		
COURSE NAME:	<input style="width: 97%;" type="text"/>		
COURSE CODE:	<input style="width: 95%;" type="text"/>		

DETAILS OF UNIT/S IN WHICH SPECIAL CONSIDERATION IS SOUGHT:			SOUGHT FOR:
	UNIT CODE:	UNIT NAME	A = Assignment B = Attendance C = Course Work E = Exam O = Other (please state)
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
4	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
5	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
6	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
7	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
8	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
9	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
10	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

(PLEASE TURN OVER)

PLEASE DETAIL SPECIAL CONSIDERATION SOUGHT: e.g. Extra time in examination, new date of practical, etc

PLEASE STATE REASON FOR APPLICATION AND WHEREVER POSSIBLE PROVIDE SUPPORTING EVIDENCE:
e.g. Doctors Certificate/Report. (Attach additional pages if necessary and keep a copy of all documentation for your records)

YOUR PRIVACY: Your personal information will be collected and used in accordance with Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at www.boxhill.edu.au

STUDENT SIGNATURE:

DATE:

 / /

COORDINATOR TO COMPLETE

(Reason for Decision must be complete, or the application will not be processed and returned to the faculty that submitted it)

Faculty Name:

Date Received :

 / /

Special Consideration Granted:

Yes

No

If Yes, extension until/new submission date:

 / /

Reason for Decision:

Coordinator Signature and phone extension:

Ext:

Date:

OFFICE USE ONLY (Registrar's Office)

Date Received:

 / /

Student Admin Processing Staff:

On:

 / /

New Submission date entered in S1 (if applicable):

Special Consideration note in SSP screen in S1:

Letter scanned and emailed to student:

Letter scanned and emailed to faculty: