

Process

This process describes how to apply for Special Consideration and is aligned with the new Special Consideration policy, effective 1st November, 2021.

Important information:

The Special Consideration policy can be accessed [online](#).

A [video](#) has also been developed to show you how to apply for Special Consideration.

Changes to applying for Special Consideration from 1st November 2021 include;

- One application for each unit assessment task
- Extensions of 3 days for Session-based enrolment or 1 day for Study Period or Term-based enrolment can be made without providing supporting documentation
- Application for Special Consideration on a completed task, including end-of-unit examination **must be submitted no later than 2 days** after the due date of the assessment task

Create Special Consideration application

Log On

1. **Log in** to *My Enrolment* using your student ID and password
2. **Click** on *eForms CiA* tab at the top of the screen




3. **Click** *Special Consideration Form* to display a new application form




Carefully read the Information box and Privacy Notice prior to submitting and application

4. Your Student Details will be automatically populated

Complete Course, Unit & Assessment details

5. **Click**  to display the course list (the list displays only the course(s) you are enrolled in)

6. **Click** 

7. **Click**  to select the *Unit* (the list displays the units you are enrolled in)




Applications can be submitted for a single assessment in a unit. Separate applications must be completed for additional assessments and/or units

8. Select the *Assessment number*, by **clicking** 




The Assessment number is found in Blackboard, in the Assessment Overview

9. **Click** the relevant *radio button* to indicate if the assessment has already been submitted

- a. Selecting **No** displays additional fields to be completed
 - i. Select the *Type of Task*, by **clicking** on 

Description
Practical
Online Quiz
Individual Presentation (in class)
Group Presentation (in class)
Exam (end of unit)
Exam (in class)
Exam (take home)
Book Review
Journal
Assignment
Other

ii. **Enter** the *Original Assessment Due Date*

 The Original Assessment Due Date is the standard due date currently set for all students in the unit. It should not include any prior Special Consideration extensions that may have been granted.

- iii. **Enter** the number of *additional days extension* being requested
- iv. The new Due Date will be automatically populated

- b. Selecting **Yes**, displays additional fields to be populated
 - i. **Click** the *radio button* to indicate if the assessment has been marked

If **Yes**, is selected, do not continue with the application




If the assessment has already been marked, a message is displayed that indicates that you cannot apply for Special Consideration and that you should refer to [Student Query of Results](#).

A system warning message will be displayed



If the **No** or **Unsure** radio buttons are checked, additional fields are displayed

- ii. Select the *Type of Task*, by **clicking** on ▼
 - iii. **Enter** the *Original Assessment Due Date* (this must always be the first date that the assessment was due)
 - iv. The New due date will be automatically populated on the form
2. **Click**  to display the *Supporting Documentation* section of the application

Add Supporting Documentation to application

Access and Inclusion

The Access and Inclusion section in Supporting Documentation is displayed for students with a Learning Access Plan (LAP)


- 3. **Click** ▼ and select *Yes* or *No* to respond to whether the Special Consideration request is based on the Learning Access Plan
 - a. If **Yes** is selected, no supporting documentation is required to support the application

- b. If **No** is selected, **complete** the *Grounds and Supporting Documentation* in the next section of the form



LAP cannot be used for Special Consideration applications against an end of unit exam.

Grounds and Supporting Documentation

1. Select the *Grounds* (reason) for applying for Special Consideration, by clicking on ▼
2. **Read** the *Supporting Documentation Requirements* for the selected ground (reason type)
3. **Click**  to upload supporting documents



Tip: Drag and drop supporting documentation into the application directly

Supporting Documentation


 Drag new attachments here

Note: your application will be declined if you request a due date outside of Session or Term policy without supporting documentation


4. **Enter** supporting comments in the *Additional Information* field



Tip: Including further information in as comments in the Additional Information field will assist in assessing your request for Special Consideration

5. **Click**  to display a summary of the Special Consideration application

Declaration

6. **Review** the *application details*
7. **Click** the *checkbox* to acknowledge that the application includes true and correct information
8. **Click**  to submit the application