

Foundation Year Special Consideration Application - Coursework Assessment

This form is to be used by students when applying for Special Consideration for coursework assessment tasks such as assignments, class tests, practical reports, continuous assessment tasks or any other non-examination assessment, assessed during the current semester. Special consideration will not be granted automatically. Each case will be assessed based on the eligibility criteria and the supporting documentation provided.

Eligibility

A current student whose work during the semester teaching period has been affected by acute illness or other serious causes beyond their control may apply for special consideration.

The accepted causes are:

- **acute illness** – e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illnesses such as a mild cold
- **loss or bereavement** – e.g. death of a close family member, family relationship breakdown
- **hardship/trauma** - e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.

Special consideration can also apply to:

- students demonstrating relevant obligations to military or jury service or service to emergency services such as the Country Fire Authority, and elite athletes registered with Monash Sport's athlete support program participating in a key event

For an ongoing illness or condition, please contact Student Support Services for assistance.

Closing dates

Students may submit the application up to five working days prior to the due date for submission of the piece of work. Applications made after the scheduled assessment task due date must be received no later than two working days after the due date.

Submission of applications

Students must submit this application with appropriate documentation and evidence to reception, Level 3, 222 Bourke Street, Melbourne, in person or via email (student.admin@monashcollege.edu.au), where you will be given an application receipt, which you should retain as verification of your application. **Do not give your application to a teacher/lecturer.**

Note: Students who complete the coursework assessment task will not be eligible for special consideration.

Supporting documentation

Supporting documentation must be provided and can include one or more of the following:

- Evidence provided by registered medical practitioners: Medical certificates must state that the student was unfit to submit the internal assessment task on the relevant date or complete work for assessment on or before the relevant date.
- Where a student has applied for special consideration for coursework assessment tasks in more than one semester, Monash University Foundation Year is entitled to seek the details of specific medical conditions
- Please note that Statutory Declarations cannot be accepted in lieu of Medical Certificates
- Medical Certificates must cover the applicable dates and be signed by a registered medical practitioner

RECEIPT

Please retain this copy as proof that your application has been submitted.

Student ID:

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Tracking Number:

- Evidence provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists, for example:
 - Death notice or certificate
 - A police report
 - Notification including the start and finish dates of:
 - Defence Reserve Service from the Defence Reservists' Military Unit
 - Jury service from the Juries Commissioner's Office
 - Obligations to emergency services, from organisations such as the Country Fire Authority
 - Notification of participation in a key sporting event from Monash Sport's elite athlete support program
 - Statutory declarations from students or relevant people

Such documentation must state that the student was unable or unfit to submit the coursework assessment task on or before the relevant date or complete work for assessment on or before the relevant date.

Note: Access to sensitive/confidential material in these applications is limited to designated Foundation Year personnel.

What happens next?

Your application will be assessed by a special consideration panel to ensure that appropriate action is taken. This panel consists of, but is not limited to, the Director and the relevant teacher. The panel will approve, not approve or approve with conditions (such as an extension with penalty or other additional/alternative assessment). Mark adjustments will not be made under any circumstances. You will be notified by the relevant Head of Department of the application outcome via your student email account. The result of a deferred assessment will be final. Students cannot be given special consideration more than once for a semester assessment task or continuous assessment task such as an art folio for the same unit.

- If special consideration is approved, students must adhere to conditions decided by the special consideration panel and/or submit additional/alternative assessment on the date and time nominated.
- If the eligibility criteria is not met, or special consideration is not approved, the assessment mark will be recorded as Did Not Attempt (DNA) or the mark awarded for the work submitted, will stand.

Privacy statement

The information on this form is collected for the primary purpose of assessing applications for special consideration. Other purposes include: to decide the form of special consideration to be granted, monitor special consideration applications, send any necessary correspondence in relation to the application, and to assess compliance with special consideration policy and procedures. This form may be retained by Monash University Foundation Year for the duration of your enrolment.

If you choose not to complete all the questions on this form, it is unlikely that Monash University Foundation Year will approve special consideration. You have a right to access personal information that Monash University Foundation Year holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash College Privacy Officer at privacy@monashcollege.edu.au.

SECTION A: PERSONAL DETAILS (To be completed by the student)		
Student ID number	□□□□□□□□	
Title:	Family name:	Given names:
Contact Phone Number:	Monash University email:	
Unit Code:	Unit Title:	

COURSE DETAILS	
Course code	□□□□ Course title
Home campus:	

SECTION B: ASSESSMENT DETAILS. (To be completed by the student)
Assessment task details (Assignment, project, class test, lab work, project, exercise etc) ----- Due date: ----- Reason for requesting special consideration : ----- ----- ----- ----- ----- Nature of special consideration being sought: ----- ----- ----- ----- I declare that the information provided by me is true and complete . I acknowledge that Monash University Foundation Year reserves the right to confirm the information provided and may vary or reverse any decision regarding special consideration on the basis of incorrect or incomplete information. I hereby give consent for Monash University Foundation Year to contact my medical practitioner and/or other person or organisation named in any supporting documentation to confirm/clarity the information provided and for the practitioner or other person/organisation to provide information relevant to my request for special consideration. I agree to provide more specific consent to disclosure of the information should this be required by FOUNDATION YEAR. Signed: _____ Date: _____

SECTION C: To be completed and signed by Monash University Foundation Year Head of Department

This special consideration application is:

Not approved Approved Approved with conditions or penalty (see below)

Extended submission date

Details of conditions or penalty if applicable -----

Other (e.g. Alternative assessment) -----

Signature of Teacher/Lecturer: _____ Date: _____

OFFICE USE ONLY

To be completed by the FOUNDATION YEAR Director

Authorisation	Confirmation of Head of Department approval or recommendation to deny application approval by FOUNDATION YEAR Director	BoS	Student administration office
Director (name)	Action recommended: <input type="checkbox"/> Extended submission date <input type="checkbox"/> Conditions (if applicable) <input type="checkbox"/> Penalty (if applicable) <input type="checkbox"/> other (e.g. additional/alternative assessment) <input type="checkbox"/> Application Denied	<input type="checkbox"/> Denied	Application keyed
Director (signature)			Date
Date			Decision keyed
Comments		Tracking number	Date