

Special Consideration Application Form

In-Trimester Assessment

This form is to be used by students when applying for Special Consideration for in-trimester assessment tasks such as assignments, in-trimester tests, laboratory classes, continuous assessment tasks such as art folios or any other non-examination assessment, assessed during the current trimester.

For an ongoing illness, please contact the Disability Liaison Unit (DLU) for assistance – students with disabilities, chronic medical conditions and short term injuries can request alternative arrangements for academic assessments.

Eligibility

A current student whose work during the trimester 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

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.

Lodgement of applications

Students must lodge the original of this application with appropriate documentation and evidence with the Monash College Student Administration Counter, where you will be given a stamped copy which you should retain as verification of your application. **Do not give your application to a teacher.**

Note: Students who complete the in-trimester 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 medical practitioners: *Medical certificates must state that the student was unfit to submit the in-trimester 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 in-trimester assessment tasks in more than one trimester, Monash College is entitled to seek the details of specific medical conditions suffered*
- Evidence provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists: *Such certificates must state that the student was unable or unfit to submit the in-trimester assessment task on or before the relevant date or complete work for assessment on or before the relevant date*

- 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
- Evidence of drafts for major items of assessment (30% or more) due in Week 12 will be required.

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

What happens next?

Your application will be assessed by the relevant Teaching and Learning Team Leader or Academic Manager to ensure that appropriate action is taken. They will approve, not approve, approve with conditions (such as other additional/alternative assessment) or impose a penalty.

Mark adjustments will not be made under any circumstances.

You will be notified by the relevant Diploma Leader 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 an in-trimester 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 Monash College Special Consideration Panel and/or submit additional/alternative assessment on the date and time nominated by Monash College.

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 College for the duration of your enrolment.

If you choose not to complete all the questions on this form, it is unlikely that Monash College will approve special consideration. You have a right to access personal information that Monash College 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 via email privacy@monashcollege.edu.au

RECEIPT

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

Student ID:

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Tracking Number:



Special Consideration Application Form In-Trimester Assessment

SECTION A: PERSONAL DETAILS (for completion by student)

Student ID number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Title:	Family name:	Given names:	
Contact Phone Number:		Monash University email:	
Unit Code:	Unit Title:		

COURSE DETAILS

Course code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Course title
Home campus: Caulfield <input type="checkbox"/>	Clayton <input type="checkbox"/>
Jakarta <input type="checkbox"/>	Sri Lanka <input type="checkbox"/>

SECTION B: ASSESSMENT DETAILS (for completion by student)

Assessment task details (Assignment, folio, 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 College 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 College to contact my treating 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 Monash College.

Signed: ----- Date: -----

SECTION C: To be completed and signed by Diploma Team Leader/Academic Manager

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. additional/alternative assessment) -----

Signature : ----- Date: -----

