

English Special Consideration Application

This form is to be used by students when applying for Special Consideration for assessments and examinations taken during their English Language course.

Eligibility

A current student whose ability to sit an examination or produce another form of assessment has been affected by acute illness or other serious cause beyond their control may apply for Special Consideration. Accepted causes include:

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

Closing dates

- For a missed or affected examination, you should submit the application within 2 working days after the exam date. Submit before 5PM.
- For a submitted assessment task, you should submit the application before the task submission date. If, due to exceptional circumstances, you are unable to submit your application by the due date, you should inform a Program Leader by email:

meb.help@monashcollege.edu.au (MEB)

me.help@monashcollege.edu.au (ME)

State your reasons and then submit the application within 2 working days.

- For Study Skills Key Tasks (MEB) see the next section

Submitting applications

All assessments except Study Skills Key Tasks

Submit the form with appropriate documentation and evidence to the Student Admin desk.

Study Skills Key Tasks

You do not need to apply for Special Consideration every time you miss a Study Skills Key Task; however, if your ability to complete **70% of the Study Skills Key Tasks** has been affected, you may be eligible for Special Consideration. Submit your application to a Program Leader.

Supporting documentation

Full and original supporting documentary evidence (or a certified copy) must be provided stating that the student was unfit to sit the examination on the relevant date or complete work for assessment on or before the relevant date. It can include one or more of the following:

- evidence provided by medical practitioners.
- evidence provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists.

RECEIPT

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

Student ID:

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If a document is not in English, it must be translated by a NAATI (National Accreditation Authority for Translators and Interpreters) certified translator.

Medical Certificates

A Medical Certificate does not automatically mean that a student's application for Special Consideration will be successful. Medical documentation and certificates must come from practitioners who are registered with the Australian Health Practitioner Regulation Agency or the Australian Medical Association. If unsure, please visit <https://www.ahpra.gov.au/> to check if your health practitioner is registered. Statutory Declarations are not accepted. Retrospective or backdated medical certificates will not be accepted after the scheduled date of the missed or affected exam or assessment task unless evidence is provided for exceptional circumstances

Application evaluation process:

A Special Consideration Panel will assess your application. The panel considers a student's full circumstances including attendance records, all assessments, supporting documentation, prior academic performance and any history of previous applications.

The panel will make a decision on a case-by-case basis. Students will be notified by email of the panel's decision prior to or when final results are released. In the case of sitting a deferred exam, the student will be notified within 2 working days.

Possible application outcomes:

- A deferred exam is scheduled for a missed or affected exam. The student will be informed of the day and time of the deferred exam and must be ready to sit for it.
- An extension to the due date for an assessment task is granted
- You are asked to resubmit part of or the whole assessment task (for a submitted task)
- You are asked to sit another means of assessment as identified by the Special Consideration Panel
- You are granted an exemption from submitting certain Study Skills Key Tasks (Study Skills Hurdle only)
- Your application for Special Consideration is unsuccessful. Once an application is unsuccessful, the decision is final.

Please note:

You cannot be given Special Consideration more than once for the same assessment task.

Privacy statement

The information on the Special Consideration form is collected for the primary purpose of assessing the application for Special Consideration. Other purposes include: to decide the means of Special Consideration to be granted, monitor Special Consideration applications, send any necessary correspondence in relation to the application, and for the Special Consideration Panel to assess compliance with Special Consideration Policies and Procedures.

If you choose not to complete all the questions on this form, or do not provide documentary evidence, it may not be possible for MUELC to process your application for Special Consideration. You have a right to access personal information that MUELC 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 MCPL Privacy Officer via email privacy@monashcollege.edu.au

Special Consideration Form

FAMILY NAME	GIVEN NAME/S	STUDENT NUMBER						

COURSE DETAILS	
Course title (circle one):	<input type="radio"/> MEB Uni <input type="radio"/> MEB Dip <input type="radio"/> IAP Monash English Level: _____
Class name:	Teachers' names:

SPECIAL CONSIDERATION DETAILS	
Title of assessment	Date / deadline of assessment

REASON FOR SPECIAL CONSIDERATION APPLICATION (if more space needed, use another piece of paper)

PREVIOUS APPLICATIONS FOR SPECIAL CONSIDERATION	
Have you applied for Special Consideration before?	
<input type="checkbox"/> No <input type="checkbox"/> Yes – Complete the table below (if more space needed, use another piece of paper)	
Title of assessment	Date / deadline of assessment

ALL APPLICANTS MUST COMPLETE THIS SECTION
<p>I declare that the information provided by me is true and complete. I acknowledge that MUELC 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 MUELC to contact my treating practitioner and/or other organisation named in any supporting documentation to confirm/clarify 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 a more specific consent to disclosure of the information should this be required by the organization.</p>
Signed: _____ Date: _____

OFFICE USE ONLY	
Authorisation	Recommendation
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Deferred exam Number approved: _____
Name	Date
	<input type="checkbox"/> Extension of assessment due date <input type="checkbox"/> Other
Signature	Comment