

**LODGE THE ORIGINAL FORM AND SUPPORTING ORIGINAL DOCUMENTATION AT THE ACADEMIC PROGRAM SECTION TOGETHER WITH THE REQUIRED NUMBER OF PHOTOCOPIES**

**MACQUARIE UNIVERSITY**

**REQUEST FOR SPECIAL CONSIDERATION 2008**

**NOTE:**

*You must supply one original form and an original Professional Authority Form or other appropriate evidence of illness or misadventure (see paragraphs (1) and (4) over page for further details), together with one copy for your Division of Registration. Photocopies of the Professional Authority Form will not be accepted unless they have been certified by a member of the Academic Registrar's Office. Requests submitted without the original of documents will not be processed. One copy of the special consideration form and supporting documentation for each Division(s) responsible for the unit(s) in which you are seeking special consideration must also be lodged by you in the boxes provided at the Academic Program Section. You may consult Support Services, Level 2, Lincoln Student Services Building, in relation to difficulties experienced.*

**STUDENT NO:** \_\_\_\_\_ **DIVISION OF REGISTRATION:** \_\_\_\_\_

**FAMILY NAME:** \_\_\_\_\_

**OTHER NAMES:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POST CODE:** \_\_\_\_\_ **TEL NO:** \_\_\_\_\_

**PERIOD FOR WHICH CONSIDERATION SOUGHT:** \_\_\_\_\_

**UNITS FOR WHICH CONSIDERATION IS SOUGHT:**

\_\_\_\_\_  
\_\_\_\_\_

**HOW HAS EACH UNIT BEEN AFFECTED. IF NECESSARY, ATTACH SEPARATE SHEET. INDICATE RESULTS OF COURSEWORK AND CLASS ATTENDANCE. YOU MUST COMPLETE THIS SECTION. IF YOU DO NOT, YOUR REQUEST WILL NOT BE CONSIDERED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT USE THIS FORM IF YOU ARE SEEKING TO WITHDRAW WITHOUT PENALTY FROM A UNIT. YOU MUST WRITE TO THE REGISTRAR.**

The University proposes to collect personal information from you. The information is personal information for the purposes of the Privacy Act and Personal Information Protection Act 1998. The purpose for collecting the information is to enable your request for special consideration in examinations to be considered. The intended recipients of the information are officers within the University. While the supply of the information by you is voluntary, if you cannot provide or do not wish to provide the information sought, the University may be unable to process your application. If you have already provided information but you have changed your mind and do not want that information used, you may make application for access or amendment or that any information not be used. You have a right to access to, and correction of, the information concerning yourself in accordance with the relevant procedures under the Act or the University's Code of Practice.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**Note:**

*No acknowledgement of your request for special consideration will be sent. Any query regarding supplementary examinations, etc. should be directed to the Division in which the unit is conducted. If you do not provide the copies as specified above, the Academic Program Section will not make additional copies on your behalf for distribution to Divisions.*

*Students granted a supplementary exam must be available to do this paper at the time chosen by the examiner which may not be fixed until after results have been released. Absence at the time chosen by the examiner may lead to failure in the unit. Students planning to be overseas should take particular note of this. All incomplete grades must be resolved by 30 August (mid-year) or 30 January (end-of-year).*

See over →

**PLEASE TICK OR HIGHLIGHT THE DIVISION FOR WHICH YOU ARE SUPPLYING COPIES:**

- |                               |                              |                                     |                                     |                              |
|-------------------------------|------------------------------|-------------------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> EFS  | <input type="checkbox"/> GSM | <input type="checkbox"/> ACES       | <input type="checkbox"/> HUMANITIES | <input type="checkbox"/> LAW |
| <input type="checkbox"/> SCMP | <input type="checkbox"/> ELS | <input type="checkbox"/> LING & PSY | <input type="checkbox"/> ICS        | <input type="checkbox"/> DP  |

1. You should note that any request for special consideration must be submitted **in writing to the Academic Registrar (attention Academic Program Section, Macquarie University, NSW, 2109) no later than five working days after the date of the examination for the unit for which you are seeking special consideration. All requests for special consideration must be submitted by no later than 5pm on 26 June 2008 for the mid-year examination period or by no later than 5pm on 4 December 2008 for the end-of-year examination period. If you are seeking special consideration for a unit that does not have a formal examination, you must submit your form by no later than 5pm on 26 June (for first half year units) or by 5pm on 4 December (for second half and full year units). This rule does not apply to Vacation or Summer Course Program units. Requests for special consideration in Vacation or Summer Course Program units must be lodged with two working days after the date of the examination for the unit or the date of the submission of the final assignment/take home examination.** You must supply one original special consideration form and an original Professional Authority Form or other appropriate evidence of illness or misadventure (see (4) below) together with one copy for your Division of Registration to the Academic Program Section. Photocopies of the Professional Authority Form or other documentary evidence will not be accepted unless the original document has been certified by a member of the Academic Registrar's Staff. Requests submitted without the original of documents (or certified photocopies) will not be processed. One copy of the special consideration form and supporting documentation for each Division(s) responsible for the unit(s) in which you are seeking special consideration must also be lodged by you in the boxes provided at the Academic Program Section. Requests should be lodged as soon as possible so that copies can be circulated to relevant Divisions prior to determination of final examination grades. **Requests submitted after the dates indicated above may not be considered.**
2. All special consideration requests are considered, but are **NOT** automatically granted. The granting of special consideration is a privilege, not a right.
3. Requests for special consideration must clearly identify the circumstances which in your opinion justify any special concession. They **MUST** also state the way in which it is claimed that your performance has been adversely affected. Thus for instance it is not merely sufficient to say "I was suffering from asthma on ....."; it is also necessary to state the specific ways in which this ailment adversely affected your academic performance.
4. **Full supporting documentation must be provided.** If special consideration is sought on medical grounds, an original Professional Authority Form must be provided; you should encourage your doctor to be specific in this form as to the nature of the problem, its duration and likely effects. **If you have been unable to obtain a Professional Authority Form you may submit an original medical certificate if it answers the questions asked on the Professional Authority Form.** If special consideration is requested on non-medical grounds, appropriate supporting documentation must be provided, e.g. statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment. **Photocopies of documents, except as indicated in (1) above, will not be accepted unless they have been certified by a member of the Academic Registrar's Staff.**

The University will **NOT** contact other persons to obtain or confirm information on your behalf; it is your responsibility to supply **all** supporting documentation. Thus you should *not* say "please contact person X to obtain further information", you should attach a written report from that person when submitting your special consideration request. However, the University reserves the right to make its own enquiries to verify the authenticity of documentation or the substance of a student's case. You are reminded that the submission of fraudulent documents may result in disciplinary action being taken under the University By-Laws and may lead to a severe penalty being imposed, e.g. expulsion from the University.

5. **Special consideration will only be granted where it is apparent that the stated circumstances substantially disrupted previously satisfactory work. If a student's work in a unit has previously been unsatisfactory, then no amount of subsequent misadventure will overcome the fact that earlier work was unsatisfactory.**
6. In particular, supplementary examinations, or allowances for poor performance in examinations, would not normally be granted to candidates whose coursework, class attendance, etc. had been unsatisfactory.
7. Special consideration concessions will not be granted beyond the extent justified by the nature of the problem. For instance, if you have a mild medical problem, this might be held to justify a supplementary examination if you were *just* below a pass level in your overall performance. It would not justify a supplementary examination if your final performance was *substantially* below pass level.
8. You should consult the comprehensive statement relating to unavoidable disruption on page 41 of the *2008 Handbook of Undergraduate Studies* or at the following address: <http://handbook.mq.edu.au/PDFs/2008/ug-general-student-info.pdf>, and note the circumstances which would not normally be acceptable grounds for claiming consideration. Any claim based on these categories would need to show clearly, with appropriate documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

Generally, consideration would be confined to cases arising from an event or set of circumstances which

could not have reasonably been anticipated, avoided or guarded against by the student **AND**  
 were beyond the student's control **AND**  
 caused substantial disruption to the student's capacity for effective study and/or the completion of required work **AND**  
 interfered with the otherwise satisfactory fulfilment of unit or program requirements.

9. Note that conditions existing before you commenced studying a unit are **NOT** normally grounds for special consideration. It is your responsibility to manage the required workload in the light of any known or anticipated problems.
10. If you seek special consideration you must be available for supplementary examination at the time determined by the examiner. Going on holidays, returning overseas, demands of employment, etc. are **NOT** grounds for deferral of supplementary examinations. Non-attendance at a required supplementary examination will result in failure in the unit.

# MACQUARIE UNIVERSITY

## LODGEMENT OF REQUESTS FOR SPECIAL CONSIDERATION

Students requesting special consideration in examinations or for units that do not have a formal examination in the mid-year, end-of-year, vacation or summer course program examination period will be required to lodge the special consideration form together with appropriate supporting documentation in accordance with the following procedures:

1. An *original* special consideration form together with an *original* Professional Authority Form or other appropriate evidence of illness or misadventure, together with a copy for your Division of Registration, is to be submitted to the **Academic Program Section, Office of the Academic Registrar, Level 4, Lincoln Building**, no later than **five** working days after the date of the examination for the unit for which special consideration is being sought. All requests for special consideration must be submitted by no later than 5pm on 26 June for the mid-year examination period or by no later than 5pm on 4 December 2008 for the end-of-year examination period. Requests for special consideration in units that do not have a formal examination must be submitted by no later than **5pm on 26 June (for first half year units) or by 5pm on 4 December (for second half and full year units)**. This rule does not apply to Vacation or Summer Course Program units. Requests for special consideration in Vacation or Summer Course Program units must be lodged within **two** working days after the date of the examination for the unit or the date of the submission of the final assignment/take home examination. Students enrolled in distance education units and residing outside the Sydney metropolitan area should mail the original special consideration form, original supporting documentation, and copies for circulation to Divisions to the Academic Program Section.
2. One copy of the special consideration form and supporting documentation for each Division(s) responsible for the unit(s) in which you are seeking special consideration must also be lodged by you in the boxes provided at the Academic Program Section by no later than **five** working days after the date of the examination for the unit for which special consideration is being sought. All requests for special consideration must be submitted by no later than 5pm on 26 June for the mid-year examination period or by no later than 5pm on 4 December 2008 for the end-of-year examination period. Requests for special consideration in units that do not have a formal examination must be submitted by no later than **5pm on 26 June (for first half year units) or by 5pm on 4 December (for second half and full year units)**. This rule does not apply to Vacation or Summer Course Program units. Requests for special consideration in Vacation or Summer Course Program units must be lodged within **two** working days after the date of the examination for the unit or the date of the submission of the final assignment/take home examination. **It is recommended that you submit your special consideration form and supporting documentation in a sealed envelope.**

**Before you submit your request for special consideration please ensure that you have complied with these requirements:**

- **Provide one original copy of the special consideration form and supporting documents together with one copy for your Division of Registration – these copies are to be handed to a staff member at the Academic Program Section counter.**
- **Provide one copy of the special consideration form and supporting documents for each of the Divisions in which you are undertaking units – these copies are to be placed in the red trays at the counter of the Academic Program Section. Please make sure that you place the forms in the correct tray. Make sure that you have either ticked the relevant box on the form or highlighted the name of the Division to whom you are submitting this request. It is recommended that you submit your special consideration form and supporting documentation in a sealed envelope**

***If you do not provide the copies as specified above, the Academic Program Section will not make additional copies on your behalf for distribution to Divisions.***

C M Hawkins  
ACADEMIC REGISTRAR

# MACQUARIE UNIVERSITY

## Professional Authority Form

**This form must be completed by a professional authority.**

The University proposes to collect personal information from you. The information is personal information for the purposes of the Privacy Act and Personal Information Protection Act 1998. The purpose for collecting the information is to enable your request for special consideration in examinations to be considered. The intended recipients of the information are officers within the University. While the supply of the information by you is voluntary, if you cannot provide or do not wish to provide the information sought, the University may be unable to process your application. If you have already provided information but you have changed your mind and do not want that information used, you may make application for access or amendment or that any information not be used. You have a right to access to, and correction of, the information concerning yourself in accordance with the relevant procedures under the Act or the University's Code of Practice.

Students at Macquarie University are able to apply for special consideration if they are unable to attend an examination or if they consider that their examination preparation or overall performance in a unit of study has been affected by unavoidable disruption or misadventure. Special consideration may also be granted if a student is forced to leave the examination room early due to illness or unavoidable disruption and believes that his/her examination performance has been affected. In most circumstances documentary evidence is required before special consideration will be granted and your assistance in providing information on the student's illness or misadventure would be appreciated. The information you provide will allow the University to make a fair decision about the student's academic performance and will only be used to assess the student's request for special consideration. If special consideration is requested on non-medical grounds, appropriate supporting documentation must be provided, e.g. statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment. **Photocopies of documents will not be accepted unless they have been certified by a member of the Registrar's staff.**

### Professional Use Only

Student's Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Date of Consultation: \_\_\_\_\_

Date/s of illness or misadventure: From: \_\_\_\_\_ To: \_\_\_\_\_

Please tick the alternative which best describes the student's illness or misadventure

In my opinion the effect of the illness or misadventure on the above day/s is such that:

- could sit the exam or undertake the assessment task with negligible impairments
- could sit the exam or undertake the assessment task with mild impairment
- could sit the exam or undertake the assessment task with moderate impairment
- is unfit to sit the exam or undertake the assessment task

Was the student suffering from symptoms of the illness or misadventure on the date of the consultation? Yes/No

Please provide details of misadventure or illness including symptoms and the way in which the circumstances are likely to affect exam performance. Is the illness or misadventure related to or as a result of a pre-existing condition? Give details below.

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Name and Title: \_\_\_\_\_

Profession: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number/s: \_\_\_\_\_

Stamp or seal of Professional Authority  
(or attach letterhead)



## SUPPORT SERVICES

TELEPHONE: (02) 9850-7497      FACSIMILE: (02) 9850-7750

If you intend to request documentary evidence from Macquarie University Support Services, comprising Medical, Counselling, Welfare Services or the Equity Support Unit, to support the impact of personal, disability and/or health issues on your studies please note: -

While it is often relevant to consult with a medical practitioner, counsellor, welfare officer or disability advisor about the issue or condition that is affecting your studies, it is important that you are aware of the following conditions that have been agreed to by the staff of these services.

**If you haven't been regularly seeing a medical practitioner, counsellor, welfare officer or disability advisor from Support Services, then it is not possible for them to supply a supporting statement for you unless there are exceptional circumstances evident during your consultation.**

Neither the medical practitioners, counsellors, welfare officers or disability advisors are able to assess your difficulties or condition retrospectively; they can only assess the evidence that is being presented at the time of consultation.

Macquarie University provides the following forms for you to complete to document your circumstances.

Download from: <http://www.registrar.mq.edu.au/academic-index.htm>

Complete one of these forms. Ensure that you read the information on the forms very carefully.

### Advice of Absence from Classes

Complete this form if you suffer unavoidable disruption or misadventure during teaching weeks or mid semester recess weeks.

For example use this form if you miss classes, class tests or due dates for assignments.

Attach documentation.

A Professional Declaration Form may be required.

OR

### Request for Special Consideration in Formal Examinations

Complete this form if you suffer unavoidable disruption or misadventure during the formal examination period, or consider your overall performance in a unit has been affected by misadventure or unavoidable disruption.

*If you already receive exam provisions because of a disability or health condition, you are not eligible for special consideration unless there are exceptional circumstances*

Original documentation must be provided.

A Professional Declaration Form must be completed.

Last updated: 11 May 2007