

# SPECIAL CONSIDERATION [EXTENSIONS & DEFERRED EXAMS]

## Special Consideration (EXTENSIONS & DEFERRED EXAMS)

If there is something seriously affecting your study, it is your right to apply for Special Consideration. Special Consideration allows you to be fairly assessed on your genuine ability, taking into account a range of difficulties and problems that may have occurred during the semester or around exam time.

### Reasons for applying for Special Consideration include:

- Serious illness or psychological condition  
(e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. It does not include minor illnesses, such as a cold.)
- Loss or bereavement  
(e.g. death of a close family member, family relationship breakdown.)
- Hardship/trauma  
(victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.)

Each Special Consideration application is considered individually and may impact on your overall result in a subject. You may be granted a deferred exam, extension, or permission to re-submit an assessment piece.

Applications must be submitted within **48 hours** (2 working days) after your last exam in the semester or, for other assessment (assignments etc), within **48 hours** (2 working days) of the submission deadline for that piece of work. It is strongly recommended that any requests for extensions be made prior to the due date of the assessment task. In exceptional circumstances, students should consult the Faculty.

### Special Consideration for Exams

You can submit a request for Special Consideration (a deferred exam) before your exam for early approval. This must be submitted 5 university working days before the exam that you are applying to defer. You should receive a response to your application via your student email account at least 24 hours before the exam.

### What if I am sick during an Exam?

If you are in an exam and you feel too sick to finish your exam you **MUST** raise your hand and tell an invigilator that you are too sick to complete the exam **BEFORE** the last 30 minutes of the exam. If you stay longer than the last 30 minutes of your exam you will not be able to apply for Special Consideration.

Before leaving the exam venue you will need to complete an Examination Cancellation Request Form stating that you are unfit to complete the exam, acknowledging that any work completed will not be marked. You will also need to submit a Special Consideration application form to your Faculty within 48 hours of your final exam for the semester.

## Where Can I get a Special Consideration form?

You can download a form from:

<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html>

## How do I lodge a Special Consideration application?

You should take the original (including accompanying evidence) to the Faculty Office at your home campus. Remember to **take a photocopy** of everything you submit and keep it in a safe place.

At **Caulfield**, students from the Faculty of Art and Design, Business and Economics and Information Technology must submit their application to the Service Centre. Once you have submitted your application and it is approved, you cannot withdraw it.

## What should I include in my application?

Supporting documentation can include written statements and statutory declarations, however only evidence provided by a registered professional such as a social worker, medical practitioner, lawyer and psychologist, will be accepted.

If you are submitting a medical certificate to support your application, it **MUST** state that you were **unfit to sit the exam** on the exam date, or **unable to complete work for assessment** on or before the relevant due date.

## How will I know if it has been granted?

In some cases you will receive a letter/e-mail from your Faculty informing you of the outcome regarding a deferred exam or an assessment extension. If you have successfully applied for a deferred exam you will receive a "DEF" for your result for the unit on your exam timetable and in your unofficial academic results.

## What can I do if my application is rejected?

If your application is rejected it is advised that you make an appointment with a Student Rights Officer for advice on options which remain open to you. You are able to appeal the decision to the University Student Ombudsman, however certain steps need to be undertaken before doing this. It is important that you keep clear written records, including dates, of all relevant actions taken including consultation with staff.

## What if I'm unable to sit my deferred exam?

It is possible to request a delayed-deferred examination, however, this will only be granted when there are **exceptional circumstances** beyond your control e.g. if you were an inpatient in hospital on the day of your exam. An application for a delayed deferred exam must be submitted in writing with supporting evidence, and a copy of the original deferred examination application, to the Deputy Vice-Chancellor Education within 48hours of the relevant exam.

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Level 3, Building S,  
2 Princes Ave  
Caulfield East, VIC 3145

### Peninsula Campus

Ground Floor, Building U,  
McMahons Road  
Frankston, VIC 3199

### Berwick Campus

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Berwick, VIC 3806

### Parkville Campus

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