



# How to Apply For Special Consideration

A Step by Step Guide

# ***FIT TO SIT RULE***

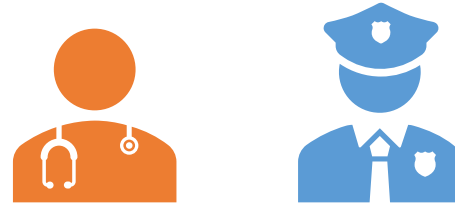
## **BEFORE** (Pre T1 2019)

- You had 3 days either side of an exam or hand in assignment to apply for special consideration.
- If you sat an exam and felt unwell, you could apply for special consideration afterwards.
- If you handed in an assessment on time, but felt that you were adversely affected by circumstances out of your control, you could apply for special consideration afterwards.

## **NOW** (2019)

- If you attend & complete an exam, you have “declared” yourself “fit to sit” to have given your best performance.
- If you submit an assessment by the deadline without seeking special consideration (within 3 days prior to the deadline), you have “declared” that you submitted your assignment without any impediment.
- Decisions re. students whose circumstances challenge the Fit to Sit rule will be dealt with on a case by case basis.
- This exam season, if you don't feel well on the day of your exam, or for an ongoing period prior to it, **DO NOT** sit your exam & apply for special consideration to sit the supplementary exam.
- If you feel unwell in the middle of the exam & decide you are no longer able to perform your best, **DO NOT** finish the exam. Notify the exam supervisors and then apply for special consideration to sit your supplementary exam.

Before you start you need documentation from a medical professional, GP, specialist, psychologist, etc.




In case of an incident involving police, get a police report.



To make things easier, you can take a **“Professional Authority Form”** to the relevant authority and get them to fill it out. Scan it and save it to upload as part of your application.

This is available for download – just google **“Professional Authority Form UNSW”** and it’ll come up!



 **REQUEST FOR SPECIAL CONSIDERATION  
DUE TO ILLNESS OR MISADVENTURE –  
PROFESSIONAL AUTHORITY FORM**

**TO THE PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION** - Your help in providing information regarding the student's illness (or other problem) is appreciated. This information will assist UNSW in the assessment of the student's academic performance.

Information **MUST** be provided by a professional authority (such as a doctor or counsellor) who then stamps and signs the form. **If they do not have the facility to stamp this form, a separate official certificate should be attached providing ALL information requested.**

Within the limits of confidentiality, this form and/or any certificate, must describe the nature and seriousness of the student's problem so that an assessment of the possible effects of the illness (or other problem) on performance can be made.

**STUDENT'S NAME:** \_\_\_\_\_

**STUDENT ID:** \_\_\_\_\_

**DATE(S) ON WHICH STUDENT WAS SEEN:** \_\_\_\_\_

**NATURE OF ILLNESS / MISADVENTURE:** \_\_\_\_\_ Attach additional statement if necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE(S) OR PERIOD(S) OF ILLNESS OR MISADVENTURE:** \_\_\_\_\_ **FROM:** \_\_\_\_\_

**ASSESSMENT OF SEVERITY OF ILLNESS OR MISADVENTURE**  
*Please tick as appropriate*

MILD  MODERATE  SEVERE

**YOUR OPINION OF LIKELY EFFECT ON STUDENT'S CAPACITY TO UNDERTAKE THE ASSESSMENT TASK**  
*Please tick as appropriate*

MILD  MODERATE  SEVERE

**PROFESSIONAL AUTHORITY**

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

**PROFESSION:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **STAMP** \_\_\_\_\_

## WHEN TO APPLY:

If you need to submit an application for special consideration for an exam or assessment, you must submit the application **prior** to the start of the exam or before the assessment is due, **except where illness or misadventure prevent you from doing so.**

Where misadventure has prevented you from submitting or sitting for an assessment, applications must be made **within three working days** of the assessment or the period covered by the supporting documentation.





Log into myUNSW

In “My Student Profile”  
tab, **select the “Special  
Consideration” link** under  
the list of Student  
Services



The screenshot displays the myUNSW website interface. At the top left is the UNSW Sydney logo, and at the top right is the myUNSW logo. Below the logos is a navigation bar with 'Home' and 'My Student Profile' tabs. The 'My Student Profile' tab is active. The main content area is titled 'My Student Services' and contains a list of links organized into categories: Enrolment, Academic History, Examinations, Financials, Graduations, and Online Services. The 'Special Consideration' link under the 'Online Services' category is circled in red. To the right of the main content area is a sidebar titled 'My Student Information' with sections for 'My Current Liaison', 'Complete Course', and 'My Enrolment'.

UNSW SYDNEY | myUNSW

Home | My Student Profile

**My Student Services**

**Enrolment**  
[Enrolment Appointments](#)  
[Update Your Enrolment](#)  
[Class Timetable](#)  
[Class Search](#)

**Academic History**  
[View Results/Academic Statement](#)  
[Academic Standing](#)

**Examinations**  
[View Exam Timetable](#)

**Financials**  
[Fee Statement & Payment Options](#)  
[Commonwealth Govt. Forms](#)  
[Commonwealth Assistance Notice](#)

**Graduations**  
[Graduation Details](#)

**Online Services**  
[Academic Transcripts](#)  
[Co-Curricular Statement](#)  
[Stream Declaration](#)  
[Internal Program Transfer](#)  
[Program Leave/Discontinuation](#)  
[Special Consideration](#)  
[Statements](#)  
[Concession Opal Card](#)

**My Student Information**

**My Current Liaison**  
You currently have no liaisons.  
The amount of your current liaisons is 0.

**Complete Course**


Term
Term 2 2019
Term 3 2019

**My Enrolment**

Academic Year
Program: 478 Term 2 2019
Term 3 2019

**Non-Course Academic**

It will take you to this page where you can check the status of Special Cons applications you may have **already made**, and you can start working on a new one by clicking **“New Application”**

UNSW SYDNEY | Special Consideration 

My Applications | **New Application** | You are logged on as D. Stevenson | Log out

### My Applications

Your special consideration application(s) is listed below. To view the details of an application click on the required row in the table.  
To search for an application or a group of applications, type in a keyword or select the relevant fields and click the search button.  
To apply for special consideration, click on the New Application tab.

Keyword

Lodgement Date

Application Status

Term

Lodgement Date	Course Code	Course Name	Assessment Type	Application Status
4 April 2020	LAWS101	Laws of Gravity	Assignment	Decision Made - Extension Granted

UNSW SYDNEY Special Consideration

Applications | New Application | You are logged on as D. Stevenson | Log out

Please read the following guidelines before completing the online application for Special Consideration.

Please note that this service is optimised for use with the Mozilla Firefox browser

The detailed guidelines can be found on the myUNSW website at:  
<https://student.unsw.edu.au/special-consideration>

Sickness, misadventure, or other circumstances beyond your control may prevent you from completing a course requirement, attending or submitting assessable work for a course. Such assessable requirements may include formal examinations, tutorial tests, laboratory tests, presentations, assignments, essays etc. It is also possible that such situations may significantly affect your performance in an assessable task.

The circumstances have to be unexpected and/or beyond your control. Work commitments, overseas travel during semester and other extra-curricular activities are not normally grounds for Special Consideration.

You should note that merely submitting a request for Consideration does not automatically mean you will be granted additional assessment, or that you will be awarded an amended result.

If you encounter a situation that is so significant or personal that you do not want to use the Special Consideration procedure, you may prefer to contact the University Health Service, the Counselling Service, an academic adviser in your Program Office, the Manager Student Case Reviews or the Head of Student Lifecycle.

**Other procedures you may need to follow**

The University has a centralised Special Consideration procedure.

**Important things to note:**

Please be aware that if you provide falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student, you must be aware of your obligations and responsibilities under the Student Code which can be found here: <https://student.unsw.edu.au/conduct>

Medical certificates submitted for Special Consideration should always be provided by a registered medical professional.

**Supporting documentation**

To give the University sufficient and appropriate information on which to base its decision about your online request, you are required to upload medical or other supporting documentation. It should normally contain at least the following key information:

- The basis of your request i.e. the nature of your misadventure, illness, etc.
- The date/s on which you were seen by the professional/authority providing your official documentation;
- The date of the illness or misadventure or the dates of the period of time of the illness or misadventure;
- The professional's/authority's assessment of the severity of your illness or misadventure and opinion of the likely effect on your capacity to undertake the assessment task/s concerned

To ensure that the University receives all the required information, we recommend that you print the professional authority providing documentation form and have your doctor/professional authority complete it.

Failing to provide appropriate documentation with your application may result in a delay in the consideration of your application.

**You should note the following:**

- If you are absent from an examination or attended an examination and want to request Special Consideration, you are normally required to provide medical documentation dated the same day as the examination.
- Do **not** submit a separate application to provide additional documentation or to seek an alternative outcome. Contact [specialconsideration@unsw.edu.au](mailto:specialconsideration@unsw.edu.au) if you wish to provide further documentation or have a question regarding the application process.
- UNSW now has a Fit to Sit / Submit rule**, which means that if you sit an exam or submit a piece of assessment, you're declaring yourself fit to do so and cannot later apply for Special Consideration. For more information please refer to [Document \(PDF, 700k, 2 pages\)](#).

Enquiries regarding these guidelines or your eligibility for Special Consideration can be emailed to [specialconsideration@unsw.edu.au](mailto:specialconsideration@unsw.edu.au)

**Student Declaration**

- I have read the Special Consideration guidelines.
- I certify that all information provided, including supporting documentation and certificates, is correct.
- I hereby authorise the University to contact the medical professional or other professional authority concerned for the purpose of verifying any information he or she has supplied.

I Agree

Continue

UNSW Sydney NSW 2052 Australia Telephone +61 2 9385 1000  
 UNSW CRICOS Provider Code 00098G ABN 57 195 873 179  
 Page last updated: Monday 12th September 2011

Once you click “New Application” it will take you to a page of T&Cs, basically outlining the consequences of a false application, and the university’s privacy policy.



Select the tick box at the bottom of the page to agree with the T&Cs, then click “continue”

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[Privacy Policy](#) | [Copyright and Disclaimer](#) | [Accessibility](#)

## New Application

You must submit the application prior to the start of the exam or before the assessment is due, except where illness or misadventure prevent you from doing so.

Do **not** submit a separate application to provide additional documentation or to seek an alternative outcome. Contact [specialconsideration@unsw.edu.au](mailto:specialconsideration@unsw.edu.au) if you wish to provide further documentation or have a question regarding the application process.

### Your Details

Student ID 1234567

First Name Donoghue

Last Name Stevenson


Program Name Arts / Law

\* Contact Number

\* Email

### Period for which special consideration is sought:

\* From  

\* To  

### Add Assessment:

\* Course

### Supporting Notes:

\* Summary: (2000 characters remaining)

I ate a snail and now I feel pretty bad

### Supporting Documents:

You are required to submit medical or other official documentation that supports your application. You can upload the documents here. Failure to do so may result in this application being rejected.

\* Attachment 

A maximum of 3 files may be uploaded.  
The maximum size allowed for each attachment is 3 MB.  
Attachments larger than this will not be accepted.

Please be aware that if you provided falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC.

Medical certificates submitted for Special Consideration should always be provided by a registered medical practitioner.

As a student, you should be aware of your obligations and responsibilities under the Student Code which can be found here: <https://student.unsw.edu.au/conduct>

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This is the New application page.

Some of your details will be filled out automatically.

## New Application

You must submit the application prior to the start of the exam or before the assessment is due, except where illness or misadventure

Do **not** submit a separate application to provide additional documentation or to seek an alternative outcome. Contact [specialconsid](mailto:specialconsid) documentation or have a question regarding the application process.

### Your Details

Student ID 1234567

First Name Donoghue

Last Name Stevenson

Program Name Arts / Law

\* Contact Number

\* Email

Fill out your contact details





1. Select the time period for which you seek special consideration (if it's related to an assessment, just make sure you cover the due date. If it's for a particular incident, set the dates according to the time it affected you.)
2. Choose the relevant course and fill out information about the assessment – once you choose the course boxes will come up asking for specifics regarding the type of the assessment, its' weighting and its due date.
3. In Supporting Notes, type up a brief summary of what and how something has affected you and the reason it has prevented you from adequately completing the assessment.
4. Upload a scan of your certificates or the professional authority form (or both) under supporting documents.

The screenshot shows a web form for special consideration. It is divided into several sections: 'Period for which special consideration is sought' with 'From' and 'To' date pickers; 'Add Assessment' with a 'Course' dropdown menu and an 'Add Course' button; 'Supporting Notes' with a 'Summary' text area containing the text 'I ate a snail and now I feel pretty bad' and a sad face emoji; 'Supporting Documents' with an 'Attachment' upload field and an 'Add' button. At the bottom, there are 'Save', 'Submit', and 'Cancel' buttons. Four colored arrows point to specific parts of the form: an orange arrow to the 'From' date field, a yellow arrow to the 'Course' dropdown, a green arrow to the 'Supporting Notes' text area, and a blue arrow to the 'Attachment' upload field.

Period for which special consideration is sought:

\* From

\* To

Add Assessment:

\* Course

Supporting Notes:

\* Summary: (2000 characters remaining)

Supporting Documents:

You are required to submit medical or other official documentation that supports your application. You can upload the documents here. Failure to do so may result in this application being rejected.

\* Attachment

(doc,docx,pdf,jpg,png)  
A maximum of 3 files may be uploaded.  
The maximum size allowed for each attachment is 3 MB.  
Attachments larger than this will not be accepted.

Please be aware that if you provided falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC.

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Save

Submit

Cancel



**Check that all your information is correct, then click **submit!****

You can always save your application and come back to it before you submit if you want – just access it through myUNSW and it will be available to you under the “My Applications” tab from step 2.





Your **application** will be sent to



**STUDENT LIFECYCLE** – Student Services & Systems



for review by a **specialised team**



who will **contact you** once they have evaluated your circumstances and made a decision