

## **APPLYING FOR SPECIAL CIRCUMSTANCES FOR ASSESSMENT TASKS, INCLUDING FORMAL EXAMS**

**If your assessment task/exam is worth less than 20%, you do not need to submit an application for special circumstances. Contact your Course Coordinator listed in your course outline, preferably via email and explain to them your request.**

**If your assessment task/exam is worth more than 20% you will need to submit an application for special circumstances.**

**Special circumstances consists of two separate components. You can either apply for extension of time or special consideration.**

**For more information on special circumstances go to <http://www.newcastle.edu.au/study/enrolment/specialcircumstances.html>**

**For further information about the special consideration policy go to <http://www.newcastle.edu.au/policylibrary/000641.html>**

### **When can I apply for an extension of time?**

**You can apply for an extension of time for the submission, presentation or performance of an assessment item where circumstances have affected your ability to meet the deadline.**

**IF YOU ARE APPLYING FOR AN EXTENSION OF TIME FOR AN ASSESSMENT ITEM THE APPLICATION NEEDS TO BE SUBMITTED ON LINE AND SUPPORTING DOCUMENTATION NEEDS TO BE TAKEN TO ANY HUB ANY TIME BEFORE THE ASSESSMENT ITEM IS DUE.**

## **When can I apply for special consideration?**

The policy says that you can apply for special consideration when you are:

- prevented from attending or attempting an assessment item, particularly an examination; and/or
- affected or disadvantaged in your preparation or performance in an assessment item you have attempted; or
- affected or disadvantaged by your performance in a number of the assessment items you have attempted in a course.

**IF YOU ARE APPLYING FOR SPECIAL CONSIDERATION FOR AN ASSESSMENT ITEM THE APPLICATION NEEDS TO BE SUBMITTED ON LINE AND SUPPORTING DOCUMENTATION NEEDS TO BE TAKEN TO ANY HUB NO LATER THAN 3 WORKING DAYS AFTER THE ASSESSMENT OR FORMAL EXAM.**






## **What reasons are acceptable to apply for special circumstances?**

The special circumstances policy lists the following as acceptable reasons for applying for special consideration or an extension of time for an assignment including formal exams.

- medical grounds - including psychological illness.
- disability or long term medical condition (where performance in a particular assessment is adversely affected);
- compassionate grounds - for example the death or serious injury of a close family member or close friend;
- hardship or trauma - for example sudden loss of employment; family breakdown; severe disruption to domestic arrangements; impact of crime or accident; impact of natural disasters;
- unavoidable commitments within the term and/or exam period - eg unavoidable work commitments; cultural or religious commitments; commitments as a student Reservist within the Australian Defence Forces or as an elite athlete; and/or jury duty or other court appearances.

# STUDENTS:

## SPECIAL CIRCUMSTANCES – WHAT TO DO

1	Go to <a href="https://intraweb.newcastle.edu.au/sc/Pages/Login.aspx">https://intraweb.newcastle.edu.au/sc/Pages/Login.aspx</a> to submit your application
2	 ADD A NEW APPLICATION
3	Confirm you have read <i>Special Circumstances Affecting Assessment Items - Procedure 000641</i> <a href="http://www.newcastle.edu.au/policylibrary/000641.html">http://www.newcastle.edu.au/policylibrary/000641.html</a>
4	Confirm/correct your personal details
5	Unique <i>Application Reference Number</i> allocated
6	Select a reason for your application and enter details of your circumstances
7	Tell us how long you will be impacted by your circumstances – NB Your Course Coordinator will ultimately decide on the timeframe
8	 If you are registered with Disability Support Services
9	Tell us what documentation you have
10	 Choose the correct course code
11	The assessment item must be worth at least 20% to use the online special circumstances system
12	What assessment item is it and when is it due?
13	Is it an exam?
14	 ADD
15	Add additional courses and/or assessment items (10-13)
16	The Application Summary lets you check the information you provided
17	 SUBMIT
18	Print coversheet and hand in documentation to any of the Student Hubs. Please provide original documents or certified copies.

Below is a list of reasons and appropriate supporting documentation to support your application.

**Please note: If you are submitting a statutory declaration as supporting documentation you should check with your course co-ordinator whether this is appropriate documentation for your particular circumstances.**

Reason	Supporting documentation
Medical Grounds	must have a <i>Medical certificate</i>
Disability or long term medical condition	can include a medical certificate or letter from a counsellor, or doctor, or a letter from a disability support liason officer or a statutory declaration.
compassionate grounds	can include a medical certificate or letter from a counsellor, or doctor, a funeral notice, or a statutory declaration;
Hardship or trauma	can include a medical certificate or letter from a counsellor, or doctor, a funeral notice, or a statutory declaration;
unavoidable commitments	can include a statutory declaration or documents relating to the commitment. For an unavoidable work commitment supporting documentation could be a letter from the student's immediate work supervisor explaining the exceptional circumstances; For commitments as a Student reservist -refer to the <i>Student Reservist Support Procedure</i> for details of appropriate documentation.

## RESCHEDULING FORMAL EXAMS

<http://www.newcastle.edu.au/study/examinations/reschedulinganexam.html>

**If you are unable to attend your examination on the scheduled date you can apply to have your examination rescheduled where:**

- a. circumstances prevent the student from attempting an examination on a scheduled date; and
  - b. the rescheduled examination date falls within the same formal examination period;
1. Go to <https://intraweb.newcastle.edu.au/sc/Pages/Login.aspx> and complete the online application form (see details above)

**This must be submitted no later than 10 working days prior to the first date of the examination period.**

2. Print of the cover sheet and attach it to your supporting documentation.

Your supporting documentation could be a medical certificate for illness, supporting letter from a psychologist, social worker, counsellor or minister of religion who is aware of your circumstances.

If you have not sought assistance from a professional you can complete a statutory declaration and use this as supporting evidence to reschedule the exam or if you have missed an exam.

3. Write the receipt number clearly on all documents.
4. Submit your cover sheet and supporting documentation to any student hub.

**Hunter Hub** - Student services Centre, Callaghan Campus

**Shortland Hub** - Level 3, Shortland Union Building, Callaghan Campus

**City Hub** - Ground Floor, University House

### **Instructions to complete a statutory declaration**

1. State the circumstances on which your application is based, eg, family difficulties, bereavement, relationship difficulties, etc.
2. Briefly specify how you have been affected and the time period involved.
3. Describe clearly the impact of these circumstances on your studies, i.e. on your ability to concentrate, to meet assignment deadlines, to prepare for exams, to perform up to your usual standard.
4. Have the statutory declaration signed by a Justice of the Peace.
5. Keep a photocopy of your application and supporting documents.

**If, in addition to applying for Special circumstances you think you would benefit from personal counselling designed to assist you to manage your difficulties, feel free to make an appointment with the University Counselling Service by phoning 49 215 801.**

