

Application for consideration of special circumstances requiring

EXTENSION OF TIME OR SPECIAL CONSIDERATION (Major Assessment Items only)

You must read the Procedure at <http://www.newcastle.edu.au/policylibrary/000641.htm> before completing this application.

This form should be completed if:

- you are seeking an extension of time for the submission or presentation of a major assessment item (i.e. an assessment item valued at 20% or more of the final result) because of adverse circumstances OR
- you were unable to attend or attempt a major assessment item, particularly an examination OR
- you have attempted a major assessment item, but your preparation or performance was adversely affected OR
- you have attempted all assessment items in a course, a number of which were adversely affected by the same adverse circumstances.

This form must be accompanied by supporting documentation. Provide original documents or certified copies of original documents. It is recommended that you keep a photocopy of your completed application.

Please note: If you wish to apply to **reschedule an examination**, please use FORM B.

Students requesting special consideration in a minor assessment item do not complete this form. Application is made in writing (preferably via email) to the Course Coordinator.

A. Student Details (please print in CAPITAL LETTERS)

Last name: _____ Student Number:

First name: _____ Contact Telephone: 1. _____

Address: _____ 2. _____

_____ Postcode: _____ Email: _____

B. This is an application for:

An Extension of Time for submission/presentation of an assessment item worth 20% or more of the final result.

If so, state:

- i) How long an extension of time you require: _____
- ii) The new date you propose submitting the task _____

OR

Special Consideration for Final examination Other examination Other major assessment item(>20%)
 Several assessment items affected by same special circumstances

Based on Medical Disability Compassionate Hardship/trauma Unavoidable commitment Unscheduled Work Commitment

You must supply certified documents to support your claim. Refer to clause 3.7 of the [Procedure](#) for more information about the type of documentation that is required.

C. Course (Submit a separate application for each course)

Course Code	Course Name	Nature of Assessment eg. Final exam	Scheduled due date	% Weighting	Course Coordinator

Signed and dated by student: _____ Date: _____

Due date for lodgement

This application must be lodged at a Student Hub by the following dates:

For an **extension of time** for an assessment item – No later than the due date of the assessment item.

For **special consideration** for a major assessment item or examination - No later than three working days after the date of the assessment or examination.

For **special consideration** for a number of assessment items – No later than three working days after the date of the final assessment item.

Late lodgement due to extenuation circumstances must be referred to the Head of School.

Office Use Only

Extension of time	
Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	New submission date: _____
Course coordinator name (please print): _____	
Course coordinator signature: _____	Date: _____
Major assessment items only - 2 copies to student <input type="checkbox"/> Yes <input type="checkbox"/> No	
Report application and outcome on CAR	
Special consideration	
Recommendation (tick appropriate box) <input type="checkbox"/> not accepted – timing or documentation inadequate <input type="checkbox"/> result to remain unchanged <input type="checkbox"/> student permitted to withdraw without failure <input type="checkbox"/> alternative or replacement assessment item	
Course coordinator name (please print): _____	
Course coordinator signature: _____	Date: _____