

Special Consideration:

If your work during the academic year or your performance in an examination or other assessment has been affected by illness or other serious cause you may apply for Special Consideration. You may also apply for Special Consideration if your capacity to meet other subject/module requirements, such as attendance, has been affected.

In order to apply for Special Consideration you need to fill in a “Special Consideration in Assessment (which includes Special Examination)” application form which you can get from your department’s or faculty’s student administration office. (If there’s not one on display, ask!). **The application must be lodged not later than 5pm of the third working day after the day of the examination.**

There is, however, discretion to accept late forms if illness or other circumstances outside your control made it impossible for you to meet this deadline. Your application for Special Consideration should be supported by appropriate evidence, such as a medical certificate or letter from a Student Counsellor. If approved, Special Consideration may take the form of an additional assessment, such as a special exam, or a percentage of additional marks. More information and other forms which may be relevant to your situation are available at http://www.swinburne.edu.au/corporate/registrar/student/forms_level3.htm#heforms .

Special Exam:

You may be allowed to take a special examination, or make-up exam, if circumstances beyond your control caused you to miss or fail to complete an exam due to illness or misadventure. The form to fill in is the “application for special consideration/special exam” form which you can get from your local Administration office. (If there’s not one on display, ask!) Forms need to be submitted no later than three working days following the date of the examination. There is, however, discretion to accept late forms if illness or other circumstance outside your control made it impossible for you to meet this deadline. If you would like more information then contact the SSAA.

Special Examinations for Semester 1, 2008 for Higher Education/Prahran will be held from Monday 21 July 2008 to Friday 25 July 2008 and Semester 2, 2008 from Wednesday 17 December 2008 to Tuesday 23 December 2008.