

Higher Education Special Consideration Request Form

Please read the following information before completing/submitting this form.

In accordance with NCPS policy 5.6.4 *Special Consideration in Assessment*, Special Consideration aims to provide a fair and equitable system of assessment which takes into account factors that might impact adversely upon student performance. Special Consideration may be granted in cases of illness, accident, bereavement, or other serious circumstance which has adversely affected a student's studies.

Students seeking Special Consideration may request one of the following:

- Deferred/extended assessment (e.g. seeking extra time to submit an assessment wherein an extension has already been granted, or to sit deferred examination);
- Further assessment (e.g. seeking resubmission or additional assessment); or
- Grading consideration (e.g. seeking additional marks).

Note: students who have been granted Special Consideration for a single piece of assessment during the trimester are not eligible to apply for Special Consideration for the entire subject for which that assessment piece was set.

Requests are determined by the Manager of Study Programs in consultation with subject lecturers and/or the Board of Examiners. Should you have any questions about Special Consideration or this form, consult the Manager of Study Programs.

Before submitting this form, please ensure the following:

- Your reason for requesting Special Consideration is valid as requests will only be granted in extreme circumstances. Note: all request forms, whether granted or not, are kept on your student file.
 - If you are unsure as to the validity of your request, speak to the Manager of Study Programs.
 - If you have an ongoing/long-term medical issue, consult the NCPS Disability Policy and/or speak to the Professional Educator – Student Academic Support.
- You have attached any supporting evidence/documentation to this form, whether a medical certificate, statutory declaration, etc. *Any request submitted without supporting documentation will not be considered.*
- Your form and supporting documentation are submitted in a timely manner:
 - If you are seeking additional time for submission of an assessment piece, your form should be submitted three days before the extension due date.
 - If you are seeking deferred examination or a review of final grades, your form must be submitted by the end of Week 12 of the trimester.

Personal Details	
Name	
Student Number	
Contact Phone Number	
Email	

Subject(s) for which Special Consideration is being sought	
Relevant Lecturer(s)/Tutor(s)	

What is the reason for your Special Consideration request?

E.g. illness, bereavement, etc. Note: poor time management, subject overload and work, whether paid or unpaid, are not considered grounds for Special Consideration.

--

How has this affected you/your studies?

--

What is it you are seeking by submitting this request?

E.g. further extension for a piece of assessment, more time during an exam(s), deferred exam(s), review of trimester grades, etc.

Note: the more specific you are the more likely your request can be granted.

--

By signing this form, you are declaring that you have read and understand the information provided and that the information you have provided is accurate and true.

Student's signature	
Date	

Office use only – Manager of Study Programs to complete

Request granted	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Request forwarded to Board of Examiners	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

If this request has been granted, what action is required? (Include here specific outcomes relating to the student's request, for e.g. new due dates.)

--

If this request has been denied, why?

--

Manager of Study Programs' signature	
Date	

Office use only – Student Administration to complete

Action required	Date completed
Student informed of outcome of request by letter	
Student Management System updated	
This form and all supporting documentation placed in the student's file	