

SPECIAL CONSIDERATION: EXTENSIONS & DEFERRED EXAMS

—WHAT TO DO IF YOU
NEED AN EXTENSION
OR CAN'T ATTEND
AN EXAM.



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SPECIAL CONSIDERATION: EXTENSIONS & DEFERRED EXAMS

WHAT IS SPECIAL CONSIDERATION?

It is an application by a student for:

- an assessment task extended to a later date
- an exam deferred to a later date
- a deferred exam rescheduled to a later date

ELIGIBILITY FOR SPECIAL CONSIDERATION

If you are unable to complete an assessment task due to exceptional circumstances beyond your control, you may apply for special consideration.

Exceptional Circumstances:

- a serious medical condition
- loss or bereavement
- family relationship breakdown
- hardship or trauma
- obligations to military, jury or emergency services
- students registered with the Monash Elite Student Performer Scheme
- student carers
- religious or other cultural obligations
- other exceptional circumstances.

If you have submitted an exam or assessment task for marking, you will not be eligible to apply for special consideration for that assessment.

SUPPORTING EVIDENCE REQUIREMENTS

All applications must be accompanied by written supporting evidence. This includes written statements and statutory declarations as well as evidence provided by a registered professional such as a social worker, medical practitioner, lawyer or psychologist.

If you are submitting a medical certificate to support your exam application, it must state that you were 'unfit to sit an exam' on or before the date of the exam. For other assessments, medical certificates dated on or before the due date

need to state the words that you were "unable to complete work for assessment"

APPLICATION FOR IN-SEMESTER ASSESSMENTS

Applications for extensions must be made prior to the due date of the assessment task or no later than two University working days after the assessment is due.

APPLICATION FOR DEFERRED EXAMS

You can submit an early application for a deferred exam five University working days prior to your exam.

Other deferred exam applications must be submitted within two University working days of the date of your last exam.

APPLICATION FOR RESCHEDULED DEFERRED EXAM

Once you have been granted a deferred exam or assessment, you can apply to reschedule a deferred final assessment task on one further occasion if you meet one of the criteria below:

1. You have an ongoing disability, which you have registered with [Monash Disability Support Services](#).
2. The circumstances for which you were granted a deferred exam or assessment, are unresolved.
3. You have exceptional circumstances, as determined by SEBS in consultation with the dean (or delegate) of the managing faculty

Applications must be made no later than two University working days after the date of your deferred exam or assessment.

DISABILITY SUPPORT SERVICE REGISTRATION

If you have a disability or medical condition, you may be able to sit your exams

under alternative conditions. You can find out more [here](#).

WHAT IF YOU'RE SICK DURING AN EXAM?

If you suddenly feel too sick to finish your exam, tell an invigilator and they will advise an appropriate course of action.

HOW CAN YOU LODGE A SPECIAL CONSIDERATION APPLICATION?

Apply through the [Web Enrolment System \(WES\)](#).

HOW WILL YOU KNOW IF IT HAS BEEN GRANTED?

You will receive an email informing you of the outcome regarding a deferred exam or an assessment extension. An interim grade of DEF or WH (withheld) will appear against the unit if you have been granted a deferred exam or alternative assessment task.

WHAT IF THE UNIT IS A PREREQUISITE UNIT?

If you receive a DEF or WH (withheld) result, this could affect prerequisite requirements and your unit choice for next semester. Contact your faculty for further information.

WHAT CAN I DO IF MY APPLICATION IS REJECTED?

If your application is rejected it is advised that you make an appointment with Student Rights + Support.