

ASSIGNMENT EXTENSIONS & SPECIAL CONSIDERATION

— WHAT TO DO
IF YOU NEED
AN EXTENSION.



MONSU
CAULFIELD

TAKING
ACTION

ASSIGNMENT EXTENSIONS & SPECIAL CONSIDERATION

ASSESSMENT EXTENSION

If you are experiencing short term exceptional circumstances, apply to the Chief Examiner who may grant an extension of up to 5 days. You must apply before the assignment due date and no supporting evidence is required.

For tests, quizzes, exams and extensions greater than 5 days, you must apply for Special Consideration through the Web Enrolment System (WES).

ELIGIBILITY 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.

SUPPORTING EVIDENCE REQUIREMENTS

You must provide written supporting evidence, which can include a statutory declaration or statements from a social worker, doctor, lawyer or counsellor.

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 'unfit to complete work for assessment'.

STUDENTS REGISTERED WITH DISABILITY SUPPORT SERVICES (DSS)

In most instances, you will not have to provide supporting documents or a reason for your application.

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.

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.