

Special Consideration: Extensions & Deferred Exams

Am I able to apply for for Special Consideration for an assessment or an exam?

We can let you know if you are eligible for Special Consideration and go through the application process with you.



STUDENT
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SUPPORT

Special Consideration: Extensions & Deferred Exams

If you are unable to complete an assessment piece or exam due to exceptional circumstances, you may apply for another chance through special consideration.

Special consideration is not automatically guaranteed. When it is granted, you will not receive a mark adjustment. If you have a disability or medical condition, you may be able to sit your exams under alternative conditions.

You can find out more at:
www.monash.edu.au/exams/alternative-assessments.html

Extensions For Assignments

Faculties may allow short extensions for assessments. Consider this option first by checking with your faculty or you can go to: www.monash.edu.au/exams/special-consideration.html

Eligibility For Special Consideration

To be eligible for special consideration you **MUST** present exceptional circumstances that were beyond your control, the reasons may include:

- acute illness
- loss or bereavement
- hardship or trauma

You may also be eligible for special consideration if you can show your obligation to:

- military service
- jury service
- emergency services such as the Country Fire Authority (CFA)
- Monash Sport's athlete support program, if you are participating in a key event

Applications must be submitted no later than 2 University working days after your last exam in the semester.

For other assessments, you must submit your application within two University working days of the submission deadline for that piece of work. It is strongly recommended that any requests for extensions be made prior to the due date of the assessment task.

Late applications may be accepted at the discretion of the faculty but will not under any circumstances be accepted after the results have been released.

If you have completed the final exam or assessment task, you will not be eligible to apply for special consideration.

Special Consideration For Exams

You can submit a request for Special Consideration (a deferred exam) before your exam for early approval. This must be submitted 5 University working days before the exam that you are applying to defer. You should receive a response to your application via your student email account at least 24 hours before the exam.

What If I Am Sick During An Exam?

If you are in an exam and you suddenly feel too sick to finish your exam you **MUST** raise your hand and tell an invigilator and they will advise an appropriate course of action. We recommend you try to finish your exam because in most circumstances, if you turn up to your exam and have seen and/or attempted to answer the exam questions, you will not be eligible for a deferred exam.

How Do I Lodge A Special Consideration Application?

To find out how your faculty requires you to submit your application, go to: www.monash.edu.au/exams/changes/special-consideration

What Should I Include In My Application?

Supporting documentation can include written statements and statutory declarations, however only evidence provided by a registered professional such as a social worker, medical practitioner, lawyer and psychologist, will be accepted. If you are submitting a medical certificate to support your application, it **MUST** state the words that you were "unfit to sit an exam" and specify the exam date. For other assessment pieces, medical certificates need to state the words that you were "unable to complete work for assessment" on or before the due date.

How Will I Know If It Has Been Granted?

You may receive a letter/e-mail from your Faculty 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 or alternative assessment task or exam.

What If The Unit Is A Pre-Requisite 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 if unsure).

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 for advice on your options.

For Further Questions And Advice:

MONSU Caulfield Student Rights + Support

E: studentrights@monsu.org

P: +61 3 9903 2596

W: www.monsu.org