

# Special Consideration: Extensions & Deferred Exams

What should I do if I need an extension or cannot attend an exam?

*Student Rights + Support can provide advice on your eligibility for Special Consideration.*



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# Special Consideration: Extensions & Deferred Exams

## Eligibility for Special Consideration

If you are unable to complete an assessment or exam due to illness or exceptional circumstances, you may apply 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.

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

## Extensions for in-semester assessments

Applications must be submitted online no later than two (2) University working days after the assessment is due. Go to: <https://connect-forms.apps.monash.edu/students/special-consideration/>

It will take up to five (5) days to receive an outcome from the faculty.

## Special Consideration for exams

You can submit an early application for Special Consideration (a deferred exam) up to five (5) University working days prior to your exam. You should receive a response to your application at least 24 hours before the exam.

Other applications must be submitted within two (2) University working days of your last exam.

## Rescheduling a deferred final exam or assessment

Once you have been granted a deferred exam or assessment, no further deferral of the exam is possible, unless the circumstances fall into one of the reasons 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. The Dean has given approval due to exceptional circumstances.

The conditions for rescheduling are strict and not guaranteed.

## To apply

If you believe you meet one of the criteria above, you will need to:

1. apply in writing within two (2) University working days of the date of your deferred final assessment task
2. provide evidence of your circumstances with supporting documents
3. submit your application to the faculty teaching the unit.

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/changes/alternative-assessments](http://www.monash.edu.au/exams/changes/alternative-assessments)

## What if I am 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 do I lodge a Special Consideration application?

To find out how to submit your application go to: <https://www.monash.edu/exams/changes>

## What should I include in my application?

Supporting documentation can include 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 application, it must state the words that you were "unfit to sit an exam" on or before the exam date.

For other assessment pieces, medical certificates dated on or before the due date, need to state the words that you were "unable to complete work for assessment".

## How will I know if it has been granted?

You will receive an e-mail 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 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 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.

## For further questions and advice:

MONSU Caulfield Student Rights + Support

E: [studentrights@monsu.org](mailto:studentrights@monsu.org)

P: +61 3 9903 2596

W: [www.monsu.org](http://www.monsu.org)