

Special Consideration Application Form



This form must be read in conjunction with the Assessment Procedure, and is to be completed and lodged no later than five University Business Days after the date of the Formal Examination.

All applications must be submitted online via usq.support@usq.edu.au

Part A – Student's Application

Student Details

Student Name	
Student Number	
Program	
Student Status	<input type="checkbox"/> Enrolled <input type="checkbox"/> Not Enrolled <input type="checkbox"/> Excluded

Course Details

Course Number	
Course Name	
Semester/Year	
Course Examiner	
Assessment Item	
Date of scheduled examination of course	

Students must indicate which of the below criteria they are relying on in their application, and provide a statement in support:

- I attended the Formal Examination but due to extenuating circumstances was unfit to complete it; or
- I completed the Formal Examination but believe my performance was significantly impaired by illness or other cause to the extent that I could not properly demonstrate my level of achievement of the objectives of the Course.

Student Statement

(insert text here)

(Attach supporting documentation as a separate file when submitting completed form online)

OFFICE USE ONLY

Part B – Examiner's comments

Student statement verified by Examination Supervisor's Report? Yes No

Student has submitted supporting medical documentation? Yes No

Comments by Examiner, and recommended outcome:

Examiner Signature

Date

Important Note:

Examiner to return completed form to relevant Faculty Academic Support area for recording.

USQ collects personal information for the purpose of providing products and services selected by you through your learning journey. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements.

Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorized access to our equipment or data.

To view our website please go to: <http://www.usq.edu.au/privacy>. For any enquiries please email: privacy@usq.edu.au

Special Consideration Application Form (pursuant to the Assessment Procedure)

Last updated 4 September 2015 –maintained by the Office of the Senior Deputy Vice-Chancellor.



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