

SPECIAL CONSIDERATION IN ASSESSMENT APPLICATION (INTERNAL)

INSTRUCTIONS: PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

1. The eligibility and procedure for special consideration is detailed in the **Student Assessment Policy and Procedures**, located on the Student Website.
2. This application **MUST** be lodged with your relevant Teaching Centre Manager:
 - 2.1 no less than ten (10) working days prior to the examination/assessment
 - 2.2 within two (2) working days after the date of the examination/assessment, in unforeseen circumstances, i.e., in the case of accidents or illness.
3. The Teaching Centre Manager will determine if the application should be supported, and will forward the outcome to the Registrar (Elgar Campus, Building 4).
4. The Registrar will advise you of the outcome of this application, within three (3) working days of receipt of the application.
5. You are advised to contact Student Support Services for assistance with your application if necessary. Student Support Services are located at the Nelson Campus and can be contacted on (03) 9286 9891.

STUDENT ID:	<input style="width: 100%;" type="text"/>								
GIVEN NAMES:	<input style="width: 100%;" type="text"/>				SURNAME:	<input style="width: 100%;" type="text"/>			
ADDRESS:	<input style="width: 100%;" type="text"/>								
SUBURB:	<input style="width: 100%;" type="text"/>					POSTCODE:	<input style="width: 100%;" type="text"/>		
PHONE:	<input style="width: 100%;" type="text"/> (HM)				<input style="width: 100%;" type="text"/> (WK)				
COURSE NAME:	<input style="width: 100%;" type="text"/>								
COURSE CODE:	<input style="width: 100%;" type="text"/>								

DETAILS OF UNIT/S IN WHICH SPECIAL CONSIDERATION IS SOUGHT:			SOUGHT FOR:
	UNIT CODE:	UNIT NAME	A = Assignment B = Attendance C = Course Work E = Exam O = Other (pleas state)
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
9	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
10	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

(PLEASE TURN OVER)

PLEASE DETAIL SPECIAL CONSIDERATION SOUGHT: e.g. Extra time in examination:

**PLEASE STATE REASON FOR APPLICATION AND WHEREVER POSSIBLE PROVIDE SUPPORTING EVIDENCE:
e.g. Doctors Certificate/Report. (Attach additional pages if necessary and keep a copy of all documentation for your records)**

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in the Box Hill Institute Privacy Collection Statement – available to be viewed on the Institute's web site at www.bhife.edu.au/services/Pages/privacy-collection-statement.aspx

STUDENT SIGNATURE:	<input style="width: 95%;" type="text"/>	DATE:	<input style="width: 95%;" type="text" value=" / /"/>
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CENTRE MANAGER TO COMPLETE

Centre Name:	<input style="width: 95%;" type="text"/>		
Date Received:	<input style="width: 95%;" type="text" value=" / /"/>		
Is Special Consideration Granted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please tick
Reason for Decision: (Give details & consideration Granted)			

Centre Manager Signature:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
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OFFICE USE ONLY (Registrar's Office)			
Date Received:	<input style="width: 95%;" type="text" value=" / /"/>	Student Notified by:	<input style="width: 95%;" type="text"/> On: <input style="width: 95%;" type="text" value=" / /"/>