

## Special Consideration

### Faculty of Science Documentation Guidelines

For **IN-PERSON ASSESSMENTS**, documentation must demonstrate illness/ misadventure on the assessment due date.

For **SUBMITTED WRITTEN ASSESSMENTS**, documentation must demonstrate illness/ misadventure no more than 1 week prior to the assessment due date.

<p><b>Students must note:</b></p> <ul style="list-style-type: none"> <li>• A <b>Professional Practitioners Certificate (PPC)</b> is supplied with the Special Consideration Form and is to be filled in by a registered medical practitioner or counsellor (from either a private or the on-campus medical/ counselling services). The Faculty may check the authenticity of details provided on a PPC. <b>Post-dated Professional Practitioners Certificates may be acceptable.</b></li> <li>• If you were affected by illness or accident and did not attend a professional practitioner, you may submit a statutory declaration, but the evidence will be of lower value as it is your own personal opinion, not that of an independent professional. Only well-attested serious illness or misadventure during a semester or occurring at the time of an examination will warrant Special Consideration for academic performance.</li> <li>• A <b>Statutory Declaration</b> must be signed by the applicant. The signature must be witnessed by a Justice of the Peace. The declaration is equivalent to swearing an oath in court. Serious penalties apply for misleading or untruthful statutory declarations. The Faculty may check the authenticity of details provided on a statutory declaration form.</li> <li>• Documents submitted to support a special consideration claim must be <b>in English or accompanied by a certified English translation.</b></li> </ul>	
<p><b>Illness or accident/ misadventure of applicant</b></p>	<p>Professional Practitioner Certificate (counselling or medical) OR Hospital discharge papers AND explanation on application form OR Statutory declaration which includes: - Dates of impact - Name and contact details of practitioner attended. Date and time of attendance at professional practitioner - Brief summary of illness in layperson's terms and severity</p>
<p><b>Specialist appointment</b></p>	<p>Professional Practitioner Certificate (counselling or medical) OR Copy of appointment documents/ card AND explanation on application form OR Statutory declaration which includes: - Dates of impact - Name and contact details of practitioner attended - Date and time of attendance at professional practitioner</p>
<p><b>Crime perpetrated against applicant (to person or property)</b></p>	<p>Professional Practitioner Certificate (counselling or medical) OR Hospital discharge papers AND explanation on application form OR Police claim number (e.g., for stolen bag/ laptop) AND explanation on application form OR Statutory declaration which includes: - Explanation of incident - Impact on applicant/ assessment commitments - Date and time of incident</p>
<p><b>Death of a relative or close friend, funeral obligations</b></p>	<p>Professional Practitioner Certificate (counselling or medical) OR Death certificate/ newspaper death notice/ funeral service programme AND explanation on application form OR Statutory Declaration which includes: - Deceased's full name - Deceased's relationship to applicant (e.g., grandparent) - Date of funeral</p>

<b>Illness or accident/ misadventure of relative or close friend</b>	Professional Practitioner Certificate (counselling or medical) OR Statutory declaration which includes: - Misadventured's full name - Misadventured's relationship to applicant - Impact on applicant/ assessment commitments (e.g., nursing care required) - Date and expected duration of illness/ misadventure
<b>Relationship breakup/ divorce of applicant</b>	Professional Practitioner Certificate (counselling or medical) OR Statutory declaration which includes: - Partner's full name - Impact of breakup on applicant/ assessment commitments - Date of breakup
<b>Unexpected child/ eldercare requirements from applicant</b>	Professional Practitioner Certificate (counselling or medical) OR Statutory declaration which includes: - Child/ren's/ Elders full name/s - Brief explanation of circumstances (e.g., sudden illness of spouse) - Impact of requirements on applicant/ assessment commitments - Date and duration of childcare requirements
<b>Transport unavoidably late to assessment</b>	Statutory declaration^ which includes: - Brief explanation of incident - Details of public transport (e.g., bus route number/ train line) or of mechanic/ insurance company - Scheduled and actual time of train/ bus etc, or time of car breakdown/ accident
<b>Detention in an elevator, building, vehicle or other inescapable location</b>	Professional Practitioner Certificate (counselling or medical) OR Statutory declaration which includes: - Brief explanation of detention - Time/ date and duration of detention
<b>Witness to crime</b>	Professional Practitioner Certificate (counselling or medical) OR Police-issued report/ documents AND explanation on application form OR Statutory declaration which includes: - Explanation of incident - Impact of incident on applicant/ assessment commitments - Date/ time of incident
<b>Witness to serious accident/ misadventure or suicide</b>	Professional Practitioner Certificate (counselling or medical) OR Police-issued report/ documents AND explanation on application form OR Statutory declaration which includes: - Explanation of incident - Impact of incident on applicant/ assessment commitments - Date/ time of incident
<b>Detention by police, arrest or assistance with police enquiries</b>	Police-issued documents (e.g., charge sheet) AND explanation on application form OR Statutory declaration which includes: - Explanation of detention - Police station/ location at which detained - Date/ time and length of detainment
<b>Loss or destruction of lecture notes, serious and unexpected computer malfunction</b>	Statutory declaration which includes: - Explanation of loss of notes - Impact of loss of notes on assessment commitments - Date/ time of loss of notes

Prepared 14 February 2013 by the Special Considerations Officer, Faculty of Science.  
This document may be amended without notice.