



Australian College of Applied Psychology

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Health Skills Australia

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College of Public Safety

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Application for Special Consideration in Assessment Information Sheet and Form

Complete this form if you wish to apply for special consideration in connection with assessment due to unforeseeable adverse circumstances that have impacted negatively on your ability to demonstrate the learning outcomes of the unit of study.

This form must be lodged no later than 10 working days of the due date or completion date of the assessment concerned or by the date agreed with the applicable Unit Coordinator.

Unforeseeable adverse circumstances in connection with assessment:

1. are beyond the student’s control (i.e. unforeseen, unavoidable or prior guarded against);
2. have emerged or occurred after the Census date of the enrolled unit(s) of the applicable assessment(s);
3. are sufficiently serious or of a serious nature or duration to have unforeseeably caused substantial disruption to the students capacity to:
 - i) study effectively or undertake or fulfil assessment requirements and have adversely impacted the student’s ability to demonstrate their learning achievements, and/or
 - ii) progress through their course

Unforeseeable adverse circumstances include, but are not limited to:

1. medical circumstances such as serious illness and/or a severe psychological condition
2. loss or bereavement such as the death of a close family member
3. distress caused by family or relationship breakdown and severe disruption to domestic arrangements
4. hardship such as that brought about by a sudden loss of employment
5. trauma such as being victim of crime
6. extraordinary commitments such as where a student,
 - is a member of the armed forces involved in active duty
 - is required for active service, for example in the Army Reserve, Rural Bushfire Service or State Emergency Service
 - is selected in state, national or international level team for sports or other representative events and involved in related intensive preparation or performance
 - is required to actively serve on a jury or subpoenaed as a defendant or plaintiff in a court, tribunal or other hearing for an extended period of time during their studies.

Please ensure that you have read the Special Consideration in Assessment Policy and Procedure before completing this application form. Approval for special consideration is not automatic on lodgement of this form. Applications not supported by documentary evidence will not be considered.

Personal Details

Student number:
Full Name:
Daytime contact number:
Email:
Course:
Campus: <input type="checkbox"/> Sydney <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne <input type="checkbox"/> Adelaide <input type="checkbox"/> Online
Are you an International Student Visa Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No
Registered with AccessAbility? <input type="checkbox"/> Yes <input type="checkbox"/> No

