



## POSTGRADUATE DIPLOMA/MASTER OF ACCOUNTING *Special Consideration Requests for Examinations*

Requests for Special Consideration MUST include:

1. **Application Form for Special Consideration**
2. **Professional Authority Form (for illness)**
3. **Supporting documentation (for accident or other misadventure)**

**Applications must identify the circumstances which justify any special consideration. These include:**

- illness - You and your doctor/consultant need to complete a **Professional Authority Form** available from the website or from Student Enquiry Services in Lincoln Building.

**NOTE:** A Doctor's certificate is not adequate and will **NOT** be accepted.

- accident
- other unavoidable disruption.

These require supporting documentation.

Such requests must be lodged:

- in writing at Master of Accounting office,
- no later than **2 working days after the exam**
- including full supporting documentation.

Special consideration will **NOT** be granted where the student has:

- **unsatisfactory coursework**
- **or unsatisfactory attendance in the unit.**

# MACQUARIE UNIVERSITY

## PROFESSIONAL AUTHORITY FORM

**This form must be completed by a professional authority.**

**The University proposes to collect personal information from you. The information is personal information for the purposes of the Privacy Act and Personal Information Protection Act 1998. The purpose for collecting the information is to enable your request for special consideration in examinations to be considered. The intended recipients of the information are officers within the University. While the supply of the information by you is voluntary, if you cannot provide or do not wish to provide the information sought, the University may be unable to process your application. If you have already provided information but you have changed your mind and do not want that information used, you may make application for access or amendment or that any information not be used. You have a right to access to, and correction of, the information concerning yourself in accordance with the relevant procedures under the Act or the University's Code of Practice.**

Students at Macquarie University are able to apply for special consideration if they are unable to attend an examination or if they consider that their examination preparation or overall performance in a unit of study has been affected by unavoidable disruption or misadventure. Special consideration may also be granted if a student is forced to leave the examination room early due to illness or unavoidable disruption and believes that his/her examination performance has been affected. In most circumstances documentary evidence is required before special consideration will be granted and your assistance in providing information on the student's illness or misadventure would be appreciated. The information you provide will allow the University to make a fair decision about the student's academic performance and will only be used to assess the student's request for special consideration. If special consideration is requested on non-medical grounds, appropriate supporting documentation must be provided, e.g. statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment. **Photocopies of documents will not be accepted unless they have been certified by a member of staff.**

### Professional Use Only

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Date of Consultation: \_\_\_\_\_

Date/s of illness or misadventure:

From: \_\_\_\_\_ To: \_\_\_\_\_

Please tick the alternative which best describes the student's illness or misadventure

In my opinion the effect of the illness or misadventure on the above day/s is such that the student:

- could sit the exam or undertake the assessment task with negligible impairment
- could sit the exam or undertake the assessment task with mild impairment
- could sit the exam or undertake the assessment task with moderate impairment
- is unfit to sit the exam or undertake the assessment task

Was the student suffering from symptoms of the illness or misadventure on the date of the consultation? Yes/No

Please provide details of misadventure or illness including symptoms and the way in which the circumstances are likely to affect exam performance. Is the illness or misadventure related to or as a result of a pre-existing condition? Give details below.

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Name and Title: \_\_\_\_\_

Profession: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number/s: \_\_\_\_\_

Stamp or seal of Professional Authority  
(or attach letterhead)

**MACQUARIE UNIVERSITY**  
**APPLICATION FOR SPECIAL CONSIDERATION IN POSTGRADUATE DIPLOMA/MASTER OF ACCOUNTING**  
**LODGE THIS FORM AT THE COMMERCE BUILDING, E4A LEVEL 2, Room 223**

**NOTE:**

*You must supply one original form and an original Professional Authority Form or other appropriate evidence of illness or misadventure (see paragraph (4) over page for further details) together with one copy for each of the units for which special consideration is being sought. Requests submitted without the original of documents will not be processed.*

**STUDENT NO:** \_\_\_\_\_

**FAMILY NAME:** \_\_\_\_\_

**OTHER NAMES:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POST CODE:** \_\_\_\_\_ **TEL NO:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PERIOD FOR WHICH CONSIDERATION IS SOUGHT:** \_\_\_\_\_

**UNITS FOR WHICH CONSIDERATION IS SOUGHT:** \_\_\_\_\_

**DESCRIBE HOW EACH UNIT HAS BEEN AFFECTED. IF NECESSARY, ATTACH SEPARATE SHEET. INDICATE RESULTS OF COURSEWORK AND CLASS ATTENDANCE TO DATE. YOU MUST COMPLETE THIS SECTION. IF YOU DO NOT, YOUR REQUEST WILL NOT BE CONSIDERED.**

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**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Note:**

*No acknowledgment of your request for special consideration will be sent.*

*Students granted a supplementary exam must be available to do this paper at the time chosen by the examiner. Absence at the time chosen by the examiner may lead to failure in the unit.*

**See over →**

**OFFICE USE ONLY :**

**Sent to Lecturer-in-Charge:**

**ACCG849**  **ACCG851**  **ACCG852**  **ACCG853**  **ACCG854**

**ACCG855**  **ACCG856**  **ACCG857**  **ACCG858**  **ACCG859**

**ACCG860**  **ACCG861**  **ACCG862**

**NOTIFIED STUDENT:** \_\_\_\_\_

1. You should note that any request for special consideration must be submitted **in writing within TWO DAYS of the original examination**. You must supply one original Special Consideration Application Form and an original Professional Authority Form or other appropriate evidence of illness or misadventure (see (4) below) together with one copy for each of the units for which special consideration is being sought. Requests submitted without the original of documents will not be processed. **Requests submitted after two days may NOT be considered.**
2. All special consideration requests are considered, but are **NOT** automatically granted. The granting of special consideration is a privilege, not a right.
3. Requests for special consideration must clearly identify the circumstances which in your opinion justify any special concession. They **MUST** also state the way in which it is claimed that your performance has been adversely affected. Thus for instance it is not merely sufficient to say "I was suffering from asthma on ....."; it is also necessary to state the specific ways in which this ailment adversely affected your academic performance.
4. **Full supporting documentation must be provided.** If special consideration is sought on medical grounds, an original Professional Authority Form must be provided; you should encourage your doctor to be specific in this form as to the nature of the problem, its duration and likely effects. If special consideration is requested on non -medical grounds, appropriate supporting documentation must be provided, e.g. statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment. **Photocopies of documents, except as indicated in (1) above, will not be accepted, unless they have been certified by a member of staff.**

The University will **NOT** contact other persons to obtain or confirm information on your behalf; it is your responsibility to supply **all** supporting documentation. Thus you should *not* say "please contact person X to obtain further information", you should attach a written report from that person when submitting your special consideration request. However, the University reserves the right to make its own enquiries to verify the authenticity of documentation or the substance of a student's case. You are reminded that the submission of fraudulent documents may result in disciplinary action being taken under the University By-Laws and may lead to a severe penalty being imposed, e.g. expulsion from the University.

5. **Special consideration will only be granted where it is apparent that the stated circumstances substantially disrupted previously satisfactory work. If a student's work in a unit has previously been unsatisfactory, then no amount of subsequent misadventure will overcome the fact that earlier work was unsatisfactory.**
6. In particular, supplementary examinations, or allowances for poor performance in examinations, would not normally be granted to candidates whose coursework, class attendance, etc. had been unsatisfactory.
7. Special consideration concessions will not be granted beyond the extent justified by the nature of the problem. For instance, if you have a mild medical problem, this might be held to justify a supplementary examination if you were *just* below a pass level in your overall performance. It would not justify a supplementary examination if your final performance was *substantially* below pass level.
8. You should consult the comprehensive statement on page 113 of the 2002 University Calendar relating to unavoidable disruption and note the circumstances which would not normally be acceptable grounds for claiming consideration. Any claim based on these categories would need to show clearly, with appropriate documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

Generally, consideration would be confined to cases arising from an event or set of circumstances which could not have reasonably been anticipated, avoided or guarded against by the student **AND** were beyond the student's control **AND** caused substantial disruption to the student's capacity for effective study and/or the completion of required work **AND** interfered with the otherwise satisfactory fulfilment of unit or program requirements.

9. Note that conditions existing before you commenced studying a unit are **NOT** normally grounds for special consideration. It is your responsibility to manage the required workload in the light of any known or anticipated problems.
10. If you seek special consideration you must be available for supplementary examination at the time determined by the examiner. Going on holidays, returning overseas, demands of employment, etc. are **NOT** grounds for deferral of supplementary examinations. Non-attendance at a required supplementary examination will result in failure in the unit.