

# Application for Assessment Special Consideration From

## Instructions to students:

This form is to be completed by students wishing to apply for an extension to an assessment deadline or exam due to unexpected or extenuating circumstances. Unexpected or extenuating circumstances are those which were outside the control of the student and/or for which there was no opportunity to prepare in advance. Please submit the completed form and required evidence and email it to your Lecturer and cc: [academicprogression@lyons.edu.au](mailto:academicprogression@lyons.edu.au)

Part 1. Student to Complete					
First Name		Middle Name		Family Name	
Student ID		Course		Study Period	
Unit Name/Code		Assessment No.		Original Deadline	
Part 2. Modified assessment arrangement requested / Extension					
<input type="checkbox"/> An assessment deadline extension		Your application must be submitted at least one (1) working day prior to the assessment due date, unless the evidence of unexpected or extenuating circumstances provided indicates this would not have been possible.			
<input type="checkbox"/> Deferral of examination		Your application must be submitted at least one (1) working day prior to the scheduled examination, unless the evidence of unexpected or extenuating circumstances provided indicates this would not have been possible.			
<input type="checkbox"/> Resubmission of an assessment or resitting an examination		Your application must be submitted within five (5) working days of the assessment due date or examination date, unless the evidence of unexpected or extenuating circumstances provided indicates this would not have been possible.			
<input type="checkbox"/> Other modified assessment arrangement-		Other modified assessment arrangements are designed to address your inability to perform the assessment as required due to unexpected or extenuating circumstances (e.g., an oral examination instead of a written examination due to temporary disability). Your application must be submitted within one (1) working day of the assessment deadline or scheduled examination, unless the evidence of unexpected or extenuating circumstances provided indicates this would not have been possible			
Part 3. Reason for application and supporting document:					
To support your application, you must provide (and attach) supporting documentation which includes:					
<ul style="list-style-type: none"> <li>• The date your circumstances began</li> <li>• How your circumstances affected your ability to complete your assessment/examination</li> </ul>					
Part 4. Declaration					
<i>*I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.</i>					
Signature		Date			

**Part 4. Learning Facilitator (Lecturer) to complete**

*\* I have considered the information provided in this form and the supporting documentation and have made this decision in accordance with the applicable assessment policy:*

Application Approved (Yes/No)		If approved, revised due date (within 5 working days)	
If declined, State Reason			
Lecturer's Name		Signature	

**Part 5. Program Director's Approval**

Applications requiring more than 10 working days' extension, adjustment to final assessment result or provision of a supplementary assessment, or other modified assessment arrangements need to be referred to the Program Director for a decision. Requests for adjustment to results or supplementary assessments need to be referred to the Examination Committee through the Program Director.

Application Approved (Yes/No)		If approved, Revised due date (within 10 working days)	
If declined, State Reason			
Lecturer's Name		Signature	

The lecturer needs to provide:

1. a copy of the completed application form to the student, and
2. an electronic copy of the completed application form with supporting documentation to [AcademicProgression@Lyons.edu.au](mailto:AcademicProgression@Lyons.edu.au)
3. Academic progressions to save it on Meshed.