



Australian
National
University

SPECIAL CONSIDERATION AND DEFERRED EXAMINATIONS EFORM SUPPORT GUIDE

Version 1.0

1 May 2018



Introduction

The purpose of this document is to provide detailed support information on the Special Consideration and Deferred Examinations eForm for administrators and support staff. The guide outlines the key functionality as well as possible errors which may be triggered on each page. This may be referred to for trouble-shooting and end-user support. To navigate this guide, first identify the page on which the error occurs and follow the link to the page from the contents list below. Note that some pages are only visible under specific user inputs. The guide also provides information on the emails escalations sent during the eForm process and information on the documentation and storage of files during the process.

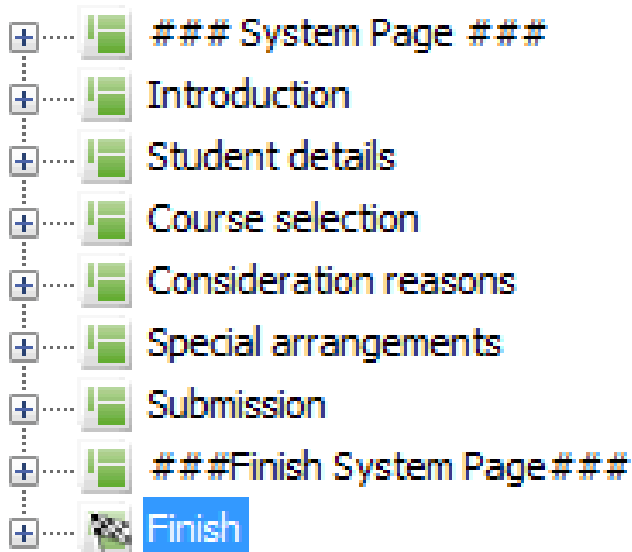
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1 Special Consideration and Deferred Examinations

1.1 eForm Structure



1.2 Special Consideration and Deferred Examinations eForm

Use this form to apply for special consideration during the marking of an assessment item or to apply to sit an examination at a time other than the scheduled time and date. If you have an Education Access Plan, you may not need to apply, please contact the Access and Inclusion office for advice.

- Special assessment consideration: For students who have extenuating circumstances that may affect their assessment mark.
- Deferred examinations: For students who need to sit an examinations at a time other than the scheduled date/time due to extenuating circumstances.

After selecting the right option for you, the form will be submitted to the appropriate area for approval/information.

Special consideration: You will be notified by email to your ANU student account when your request has been received. If granted, your grade/s will be automatically reviewed. Please note that your assessment outcome may not change. You will not be informed of the way your grades have been adjusted.

Deferred examination: You will be notified of the outcome via your student email account. If approved, it is your responsibility to confirm the date, time and location for your exam/s with the relevant ANU College or School.

Do not use this form if you are applying for an extension to an assessment task. If you need an extension, please apply in writing directly to your course convener.

You must submit your completed application no later than three working days after the due date of the affected assessment unless serious illness or misadventure prevented you from submitting this form.



1.3 Approval Delegation – Special Consideration

Process	Description	Approver
Form Initiation	Student Application for Special Consideration	
College Selection	When no course convener is recorded for your course, the form is sent to EGAP to determine the correct college to approve the application	Examinations, Graduations and Prizes Office

1.4 Approval Delegation – Deferred Examination

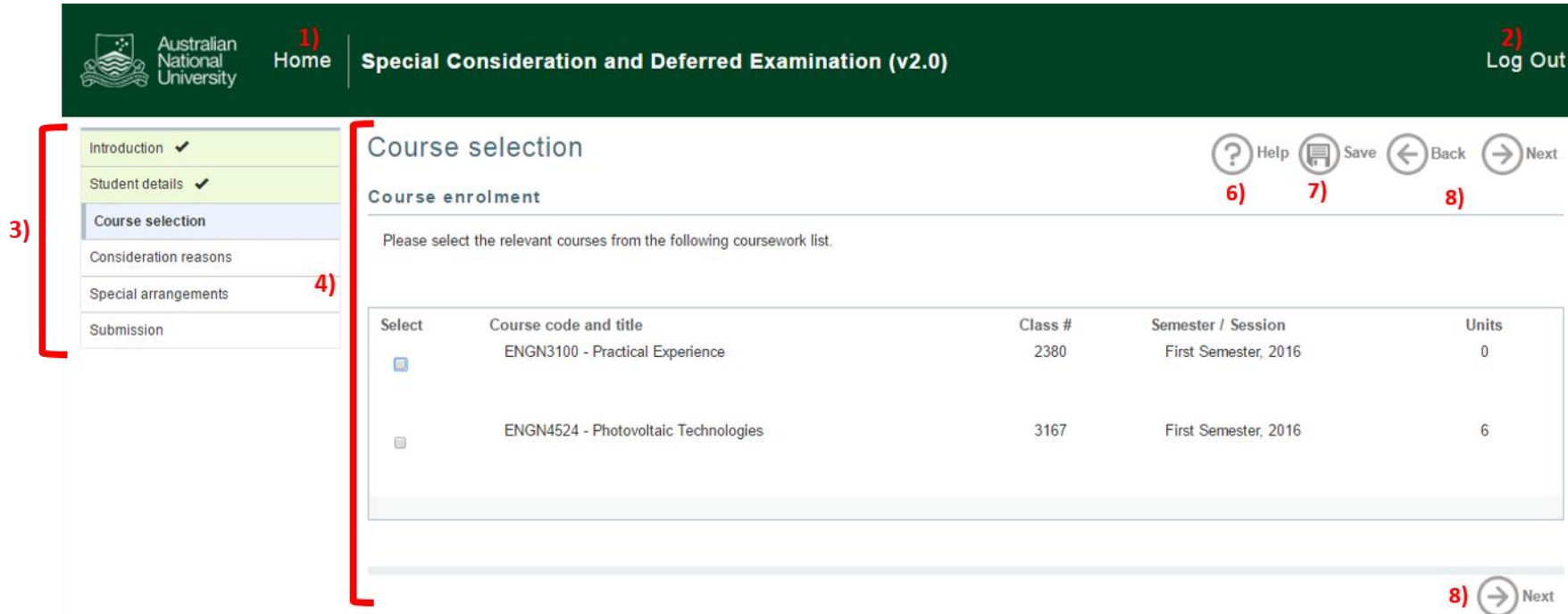
Process	Description	Approver
Form Initiation	Student Application for Deferred Examination	
EGAP Approval	The Form is Approved, Declined, or sent back for further information by EGAP	Examinations, Graduations and Prizes Office

1.5 Support Links

If you need additional assistance please contact SBS or go to Student administration eForms support <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support>

2 General Form Components

There are several components which are common to each eForm. These aid in navigating the eForm system and moving to the different pages on the eForm. General eForm Components are shown in the figure below:



The screenshot shows the 'Special Consideration and Deferred Examination (v2.0)' eForm. The top navigation bar includes the Australian National University logo, a 'Home' button (1), and a 'Log Out' button (2). The left navigation menu (3) contains links to 'Introduction', 'Student details', 'Course selection' (highlighted), 'Consideration reasons', 'Special arrangements' (4), and 'Submission'. The main content area (4) is titled 'Course selection' and 'Course enrolment', with instructions to 'Please select the relevant courses from the following coursework list.' Below this is a table with columns for 'Select', 'Course code and title', 'Class #', 'Semester / Session', and 'Units'. The table lists two courses: 'ENGN3100 - Practical Experience' (Class # 2380, First Semester, 2016, 0 units) and 'ENGN4524 - Photovoltaic Technologies' (Class # 3167, First Semester, 2016, 6 units). The top right of the main content area features a 'Help' button (6), a 'Save' button (7), and 'Back' and 'Next' navigation arrows (8). A 'Next' button (8) is also located at the bottom right of the main content area.

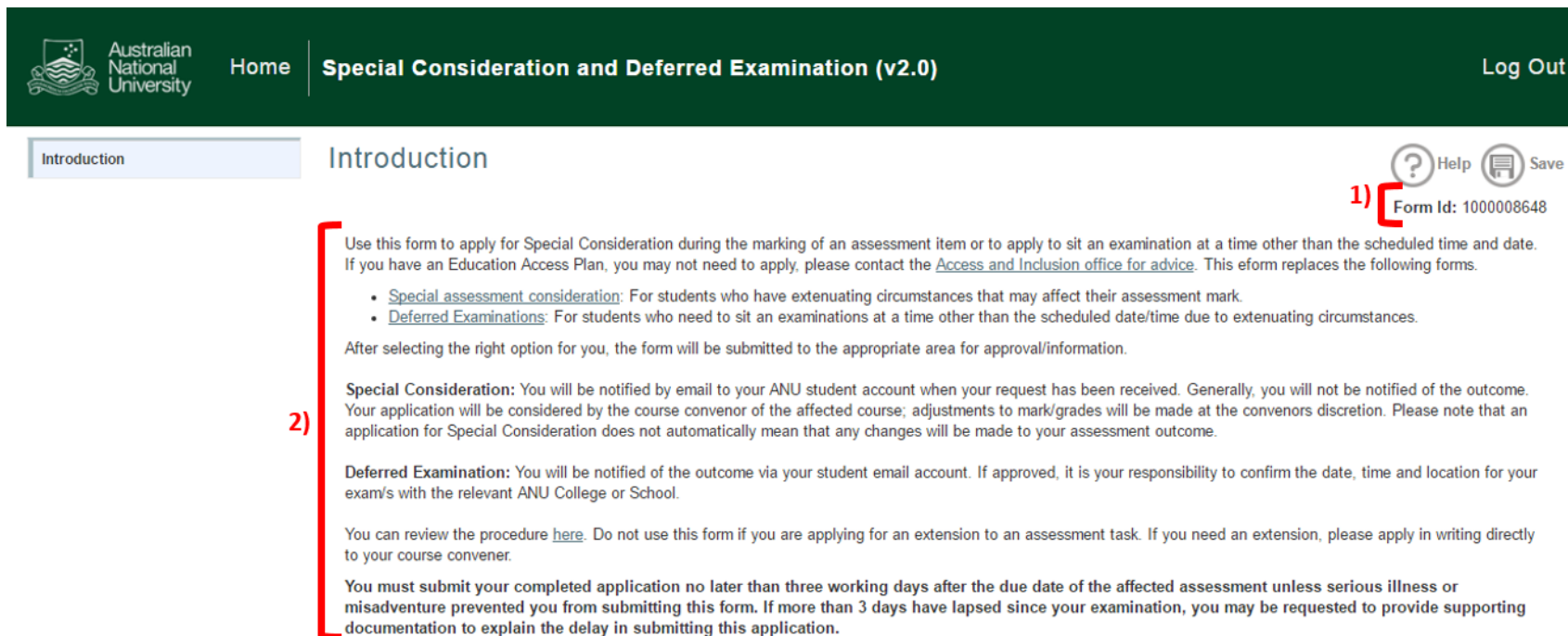
1. Home: returns to the eForms system home.
2. Log Out: logs out of the eForms system.
3. Navigation Menu: links to pages within the eForm. These can be used to navigate around the form by 'jumping' to selected pages.
4. Form Body: the information and actions for each page are displayed in this section.
5. Form ID: a unique identifier used to identify the form within Insight reporting and within the eForm system database. Visible on the introduction page only.
6. Help Button: opens the Student Administration eForms support page.
7. Save Button: allows the form progress to be saved (with comments) to be completed at a later date.
8. Navigation Arrows: used to step through the form pages in sequential order

3 eForm Pages

3.1 Introduction Page

Actions	All
Visible to:	Student, EGAP
Purpose	Introduction and Summary of form functionality

3.1.1 Student View



Introduction

Home | **Special Consideration and Deferred Examination (v2.0)** | Log Out

Introduction

1) Form Id: 1000008648

Use this form to apply for Special Consideration during the marking of an assessment item or to apply to sit an examination at a time other than the scheduled time and date. If you have an Education Access Plan, you may not need to apply, please contact the [Access and Inclusion office for advice](#). This eform replaces the following forms.

- [Special assessment consideration](#): For students who have extenuating circumstances that may affect their assessment mark.
- [Deferred Examinations](#): For students who need to sit an examinations at a time other than the scheduled date/time due to extenuating circumstances.

After selecting the right option for you, the form will be submitted to the appropriate area for approval/information.

2) **Special Consideration:** You will be notified by email to your ANU student account when your request has been received. Generally, you will not be notified of the outcome. Your application will be considered by the course convenor of the affected course; adjustments to mark/grades will be made at the convenors discretion. Please note that an application for Special Consideration does not automatically mean that any changes will be made to your assessment outcome.

Deferred Examination: You will be notified of the outcome via your student email account. If approved, it is your responsibility to confirm the date, time and location for your exam/s with the relevant ANU College or School.

You can review the procedure [here](#). Do not use this form if you are applying for an extension to an assessment task. If you need an extension, please apply in writing directly to your course convener.

You must submit your completed application no later than three working days after the due date of the affected assessment unless serious illness or misadventure prevented you from submitting this form. If more than 3 days have lapsed since your examination, you may be requested to provide supporting documentation to explain the delay in submitting this application.



2) **Action selection**

Select action * apply for Special Consideration
 apply for Deferred Examination

Special Consideration is the process by which an examiner takes extenuating circumstances into consideration during the marking of an assessment item. Extenuating circumstances are defined as circumstances that were unpredictable and unavoidable. For more information on Special Consideration, please access the [Student Assessment \(Coursework\) Policy](#), [Procedure](#) and the [Assessment Rules](#).

Note: If you require to apply for Special Consideration and Deferred Examination, please complete two eForms.

3) **Program selection**

Please select the program that this form relates to:

Select program *

3.1.2 EGAP View

Home | **Special Consideration and Deferred Examination (v4.0)** | Log Out

Introduction	Introduction
Student details	
Course selection	
Consideration reasons	
Special arrangements	
Submission	

2) Please review [www.anu.edu.au/egap](#)'s application over the following pages and action the request at the end. [www.anu.edu.au/egap](#) will be notified when the application is processed, not the nature of the application of consideration. If the student has an Education Access Plan, this will be highlighted to you.

This form is used by students to apply for Special Consideration during the marking of an assessment item or to apply to sit a Deferred Examination. This eform replaces the following forms.

- [Special assessment consideration](#): For students who have extenuating circumstances that may affect their assessment mark.
- [Deferred Examinations](#): For students who need to sit an examinations at a time other than the scheduled date/time due to extenuating circumstances.

5) **Action selection**

[www.anu.edu.au/egap](#) has applied for Deferred Examinations.

A Deferred Examination is the sitting of an examination at a time other than the scheduled date/time. Wherever possible a student should sit their examination at the prescribed time, and if necessary apply for Special Consideration for the marking of the examination. Deferred Examinations are for students who are unable to attend the examination at the prescribed time. For more information on Deferred Examinations, please access the [Student Assessment \(Coursework\) Policy](#), [Procedure](#) and the [Assessment Rules](#).

Help Save Next
1) Form Id: 1000008735



3.1.3 Function Table

Display Student	<ol style="list-style-type: none">1. Form ID – e.g. 1000003756 unique identifier for the form, which can be used to track the form within Insight reporting and also used to request backend form management functionality, e.g. cancelling a form.2. Introduction:<ol style="list-style-type: none">a. <u>New form</u>: information will be displayed regarding the functions available in the eForm.b. <u>Form returned to student</u>: If the form has been returned to the student for further information by an approver, the comments entered by the approver will be displayed instead.3. Action Selection – choose the action, only one action per form. (Student Only)4. Program Selection – Drop down box to select the program that this form is in relation to. This field pulls data directly from SAS regarding the students Current Academic Program. If no data is available for selection, or this field is not displayed the eForm has been unable to retrieve data from SAS regarding the student’s program. Check that the data is available in SAS and if required escalate to SBS. (Student Only)
Display EGAP	<ol style="list-style-type: none">5. Action Selection – A summary of the action taken by the student

3.1.4 Errors / Validators

a)	<p>This is a required field</p> <p><u>Trigger</u>: The student has not indicated which program the Special Consideration / Deferred Examination applies to.</p> <p><u>Potential Solutions</u>: The student must select which program the form applies to. If there are no programs available there is an issue with the student’s enrolment and they should contact Student Services.</p> <p><u>Warning Text</u>: “This is a required field”</p>
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3.2 Student Details Page

Actions	All
Visible to:	Student, EGAP
Purpose	Provide information on the student and their program and enrolment. Provide information on the student’s previous Deferred Examination applications (EGAP only).



3.2.1 Student View

Australian National University Home | **Special Consideration and Deferred Examination (v4.0)** Log Out

- Introduction ✓
- Student details**
- Course selection
- Consideration reasons
- Special arrangements
- Submission

Student details

Help Save Back Next

1) Details

Name [Link]

2) Candidature details

Program [Link]	College / School [Link]
Enrolment type [Link]	Program commenced [Link]
Status [Link]	Academic load [Link]

If any of the program details listed above are incorrect, please contact your Local Student Administrator.

3.2.2 EGAP View

Australian National University Home | **Special Consideration and Deferred Examination (v4.0)** Log Out

- Introduction ✓
- Student details**
- Course selection
- Consideration reasons
- Special arrangements
- Submission

Student details

Help Save Back Next

1) Details

Name [Link]

2) Candidature details

Program [Link]	College / School [Link]
Enrolment type [Link]	Program commenced [Link]
Status [Link]	Academic load [Link]

If any of the program details listed above are incorrect, please contact your Local Student Administrator.



3) Unofficial transcript comments

The details recorded in [transcript comments](#) unofficial transcript comments are displayed in the table below for your information.

Deferred Examinations (Approved)		
Date	Description	Comments
14/06/2016	Student Program	View details
14/06/2016	Student Program	View details

3.2.3 Function Table


Display Student	<ol style="list-style-type: none"> 1. Student details: <ol style="list-style-type: none"> a. Name and UID 2. Candidature details: <ol style="list-style-type: none"> a. Program – program name and number. b. College / School – college or school providing the program. c. Enrolment Type – Undergraduate, Postgraduate, Research etc. d. Program commenced – Semester and year of commencement. e. Status – Program activity f. Academic load – Full time / Part time <ul style="list-style-type: none"> • If any of the program details listed above are incorrect, the student must contact their Local Student Administrator.
Display EGAP	<ol style="list-style-type: none"> 3. Tables provide EGAP with details on the student’s previous applications, both approved and not approved.

3.3 Course Selection Page

Actions	All
Visible to:	Student, EGAP
Purpose	Student selects the courses for which they are requesting Deferred Examination and enters the dates of the Examinations. EGAP selects the colleges to be notified of the Deferred Examination.



3.3.1 Special Consideration – Student View

 Australian National University [Home](#) | **Special Consideration and Deferred Examination (v4.0)** [Log Out](#)

- Introduction ✓
- Student details ✓
- Course selection**
- Consideration reasons
- Special arrangements
- Submission

Course selection

Course enrolment

Please select the relevant courses from the following coursework list.

Select	Course code and title	Class #	Semester / Session	Units	Course Convenor
<input checked="" type="checkbox"/>	MEMORIAM (Actual Name and grade desc. hidden)	MEMORIAM	First Semester, 2016	0	MEMORIAM (Actual Name and grade desc. hidden)
<input checked="" type="checkbox"/>	MEMORIAM (Actual Name and grade desc. hidden)	MEMORIAM	First Semester, 2016	6	MEMORIAM (Actual Name and grade desc. hidden)

1)

Help Save Back Next



3.3.2 Special Consideration – EGAP View

Introduction ✓
Student details ✓
Course selection

Course selection

Help Save Back

Course enrolment

student has requested Special Consideration for the following courses.
You are required to select the relevant college for the courses which do not have a course convenor listed.

Select	Course code and title	Class #	Semester / Session	Units	Course Convenor	Select College
<input checked="" type="checkbox"/>	Information Systems (Honours) (part-time, Applied)	9911111	First Semester, 2016	0	Information Systems (Honours)	Information Systems (Honours)
<input checked="" type="checkbox"/>	Information Systems (Honours) (part-time, Applied)	9911111	First Semester, 2016	6	Convenor Not Listed	Information Systems (Honours)

2)

Next Steps: On submitting the application, notifications for Special Consideration will be sent to the course convenor(s)/college(s). The student will also be notified that their application has been progressed.

3) Submit application

3.3.3 Special Consideration - Function Table

Display Student	<ol style="list-style-type: none"> 1. Courses table displaying the student's current course enrolments. The student selects applicable courses using the checkboxes and selects the date of the set exam using a date selector: <ol style="list-style-type: none"> a. Selection checkbox b. Course code and title c. Class # d. Semester / Session e. Units
-----------------	--



	f. <u>IF Selected</u> : Course Convener dropdown list. <u>If Course Convener is not listed</u> , the form will be sent to EGAP to determine which college to notify.
	2. Courses table displaying the student's current course enrolments. The student selects applicable courses using the checkboxes and selects the date of the set exam using a date selector: <ol style="list-style-type: none"> Selection checkbox Course code and title Class # Semester / Session Units Course Convener Dropdown list to select which college to send the notification to.
	3. Submit application button

3.3.4 Deferred Examination - Student View

Home
Special Consideration and Deferred Examination (v4.0)
Log Out

Introduction ✓
 Student details ✓
Course selection
 Consideration reasons
 Special arrangements
 Submission

Course selection

Course enrolment

Please select the relevant courses from the following coursework list.

Note: To ascertain the date of exam please refer to the [exam timetable](#)

Select	Course code and title	Class #	Semester / Session	Units	Date of exam
<input checked="" type="checkbox"/>	[blurred course code and title]	[blurred class #]	First Semester, 2016	0	24/10/2016 <input type="text"/>
<input type="checkbox"/>	[blurred course code and title]	[blurred class #]	First Semester, 2016	6	

Help Save Back Next

1)



3.3.5 Deferred Examination - EGAP View

Introduction ✓

Student details ✓

Course selection

Consideration reasons

Special arrangements

Submission

Home | **Special Consideration and Deferred Examination (v4.0)** | Log Out

Course selection

Course enrolment

has requested Deferred Examination for the following courses. You are required to select the relevant college.

Select	Course code and title	Class #	Semester / Session	Units	Date of exam	Select College
<input checked="" type="checkbox"/>			First Semester, 2016	0	24/10/2016	
<input checked="" type="checkbox"/>			First Semester, 2016	6	31/10/2016	

2)

3.3.6 Deferred Examination - Function Table

Display Student	<p>4. Courses table displaying the student's current course enrolments. The student selects applicable courses using the checkboxes and selects the date of the set exam using a date selector:</p> <ol style="list-style-type: none"> Selection checkbox Course code and title Class # Semester / Session Units <u>IF Selected</u>: Date of exam entry
Display EGAP	<p>5. Courses table displaying the student's current course enrolments. The student selects applicable courses using the checkboxes and selects the date of the set exam using a date selector:</p> <ol style="list-style-type: none"> Selection checkbox Course code and title Class #



- | | |
|--|---|
| | <ul style="list-style-type: none"> d. Semester / Session e. Units f. Date of exam g. Dropdown list to select which college to send the notification to. |
|--|---|

3.3.7 Errors / Validators


a)	<p>Please select at least one course from the provided list.</p> <p><u>Trigger:</u> The student has not indicated the courses for which they require Special Consideration or a Deferred Examination. <u>Potential Solutions:</u> The student must select at least one course to apply for by clicking the checkboxes next to the course. <u>Warning Text:</u> "Please select at least one course from the provided list."</p>
b)	<p>You have no pending course grades. Please contact student administration.</p> <p><u>Trigger:</u> The student has no pending course grades for the current semester. <u>Potential Solutions:</u> The student may only apply for Special Consideration or a Deferred Examination for courses which have pending grades. i.e. before the grades have been finalised. If the grade information is incorrect they should contact student administration. <u>Warning Text:</u> "You have no pending course grades. Please contact student administration."</p>
c)	<p>Please select at least one course from the provided list.</p> <p>You have no pending course grades. Please contact student administration.</p> <p><u>Trigger:</u> No courses are listed because the student has no active enrolments in the current session. <u>Potential Solutions:</u> The student has no active enrolments and cannot use this form to apply for Special Consideration or Deferred Examination. If this is an error, they should contact student administration <u>Warning Text:</u> "Please select at least one course from the provided list." "You have no pending course grades. Please contact student administration."</p>

3.4 Consideration Reasons Page

Actions:	All
Visible to:	Student, EGAP
Purpose	Student indicates the reason for their application and provides a personal statement and supporting documentation supporting their application.



3.4.1 Student View

 [Home](#) | **Special Consideration and Deferred Examination (v4.0)** [Log Out](#)

- Introduction ✓
- Student details ✓
- Course selection ✓
- Consideration reasons**
- Special arrangements
- Submission

Consideration reasons

Reason for application

- Medical
- Personal
- Family
- Elite athlete
- Misadventure
- Victim of crime

Note: You are required to provide a personal statement. You may also upload any relevant supporting documentation.

Personal statement

Documents uploaded must be in English. If the documentation is in a foreign language, it must be translated into English by an official translator. Both the foreign language version and the English language version must be uploaded. Additional information on document certification and translation can be found [here](#).

Personal statement *

Supporting documentation

Supporting documentation

+ -

Additional document upload slots can be added by clicking the + button.

1) 2) 3)

Help Save Back Next



3.4.2 EGAP View

3.4.3 Function Table

Display Student	<ol style="list-style-type: none"> Reasons for application selection includes: Medical, Personal, Family, Elite athlete, Misadventure, Victim of Crime Personal statement document upload. Supporting documentation upload. <u>If Medical, Elite athlete or Victim of crime is selected</u>, this section is compulsory. More upload slots may be added if required.
Display EGAP	<ol style="list-style-type: none"> Reasons for application as selected by the student Personal Statement uploaded by the student which can be downloaded by clicking the 'open' button Supporting Documentation uploaded by the student which can be downloaded by clicking the 'open' button



3.4.4 Errors / Validators

a)

This is a required field

Trigger: Displays when the student hasn't supplied the required personal statement or supporting documentation

Potential Solutions: The student must upload a personal statement providing details on the reason for their application. If they have indicated their reason is: 'Medical', 'Elite athlete' or 'Victim of crime', they must provide additional supporting documentation. Ensure that their personal statement document and additional supporting documentation are uploaded separately in the correct sections.

Warning Text: "This is a required field"

3.5 Special Arrangements Page

Actions:	All
Visible to:	Student, EGAP
Purpose	Student indicates whether they have an Education Access Plan (EAP) for their courses. If so, they indicate whether they have Special Examination Arrangements for these courses.

3.5.1 Student View



3)

Education Access Plan Agreement

If you have an EAP, you must upload the agreement as a supporting document.

Education Access Plan Agreement

4)

Do you have [Special Examination Arrangements?](#)*

Yes
 No

Please select the course(s) for which you have Special Examination Arrangements.

5)

Select	Course code and title
<input type="checkbox"/>	[Placeholder text]
<input checked="" type="checkbox"/>	[Placeholder text]

3.5.2 EGAP View

Home | **Special Consideration and Deferred Examination (v4.0)** | [Log Out](#)

- Introduction ✓
- Student details ✓
- Course selection ✓
- Consideration reasons ✓
- Special arrangements** **5)**
- Submission

Special arrangements

An Education Access Plan (EAP) is a plan of reasonable recommended adjustments sent to the colleges by the office of [Access & Inclusion](#) for students with disability to ensure they are not disadvantaged in their studies.

5) [Placeholder] has confirmed that they have an Education Access Plan with Access and Inclusion for the following course(s):

- [Placeholder]

6) They have also confirmed that they have a Special Examination Arrangement for the following course(s):

- [Placeholder]



3.5.3 Function Table

Display Student	<ol style="list-style-type: none">1. EAP with access and inclusions radio button2. <u>If EAP is selected</u>, student selects which courses the EAP applies to using checkboxes3. <u>If EAP is selected</u>, the student must upload their EAP agreement using the Upload New button.4. <u>If EAP is selected</u>, Special Examination Arrangements radio button5. <u>If Special Examination Arrangements is selected</u>, student selects which courses the arrangements apply to using checkboxes
Display EGAP	<ol style="list-style-type: none">6. If the student has indicated they have an EAP, information on which courses this applies to is shown here.7. If the student has indicated they have Special Examination Arrangements, information on which courses this applies to is shown here

3.5.4 Errors / Validators

a)	<p>Please select at least one course for which you have an Education Access Plan.</p> <p><u>Trigger:</u> This is displayed when the student has indicated they have an Education Access Plan (EAP) but has not indicated which courses the EAP applies to. <u>Potential Solutions:</u> The student must only select this option if they have an EAP which applies to the courses they would like Special Consideration or a Deferred Examination for. They must either select at least one course checkbox or deselect the EAP option. <u>Warning Text:</u> "Please select at least one course for which you have an Education Access Plan."</p>
b)	<p>Please select at least one course for which you have Special Consideration Arrangement.</p> <p><u>Trigger:</u> This is displayed when the student has indicated they have Special Examination Arrangements but has not indicated which courses the arrangements apply to. <u>Potential Solutions:</u> The student must only select this option if they have Special Examination Arrangements which apply to the courses they would like Special Consideration or a Deferred Examination for. They must either select at least one course checkbox or deselect this option. <u>Warning Text:</u> "Please select at least one course for which you have Special Consideration Arrangement."</p>
c)	<p>This is a required field</p> <p><u>Trigger:</u> Displays when the student hasn't supplied the required supporting documentation <u>Potential Solutions:</u> If a student has indicated that they have an EAP, they must upload a copy of their EAP agreement. If they have no EAP agreement they cannot select the EAP option. <u>Warning Text:</u> "This is a required field"</p>



3.6 Submission Page

Actions:	All
Visible to:	Student, EGAP
Actions:	Student, EGAP
Purpose	Student agrees with the declaration stating that they understand their actions and responsibilities.

3.6.1 Student View

Submission

Personal Information

Please note, the personal information requested in this form is collected by The Australian National University (ANU). ANU requires your personal information to administer your enrolment and action your request. If you do not provide us with the personal information requested in this form we will not be able to process your request.

ANU may disclose personal information collected here to Australian Government and other bodies authorised to require the information. You can find more information about our usual disclosures in the [Privacy Policy](#). The [Privacy Policy](#) also contains information about how to access or seek correction of your personal information and how to complain about a breach of the Australian Privacy Principles. You can contact ANU with questions about how ANU handles your personal information at [Privacy](#).

Student Declaration

I certify that the information supplied by me in this application is complete and true. I have read and understood the information provided in The Australian National University [Assessment Rules](#) and in the University's Student Assessment (Coursework) [Policy](#) and [Procedure](#).

I acknowledge the onus is on me, the student, to provide evidence to substantiate my claim. Documentation lodged elsewhere for other purposes will not be considered; all supporting documentation must be attached to this application.

I acknowledge the University may audit my application and will provide original supporting documentation on request.

I confirm that I have read the above declaration and agree with its content.

Submit to EGAP



3.6.2 EGAP View

Introduction ✓
 Student details ✓
 Course selection ✓
 Consideration reasons ✓
 Special arrangements ✓
Submission

Submission

Home | **Special Consideration and Deferred Examination (v4.0)** | Log Out

Help Save Back

Approval

Please indicate whether this application is approved by your area.

4) approve
 request further information
 decline

Approving this request will complete the form and [redacted] will be notified of the outcome.

Please indicate when the student is fit to undertake their deferred examination(s) below.*

5) [Text area]

6) I would like to upload other documentation

7) [Submit application]

3.6.3 Function Table

Display Student	<ol style="list-style-type: none"> Information on the collection of personal information by the ANU Checkbox which the student selects to indicate their agreement with the declaration above Submission button
Display EGAP	<ol style="list-style-type: none"> Approval: Please indicate whether this application is approved by your area. <ol style="list-style-type: none"> Approve – form is complete and student notified Request further information – form is sent back to the student for amendment with comments provided by EGAP Decline – form is complete and the student is notified. EGAP must provide details regarding this decision. A text area is available for comments when 'Request further information' or 'Decline' is selected. Other documentation can be added using the checkbox and Upload New button. Submit application button.



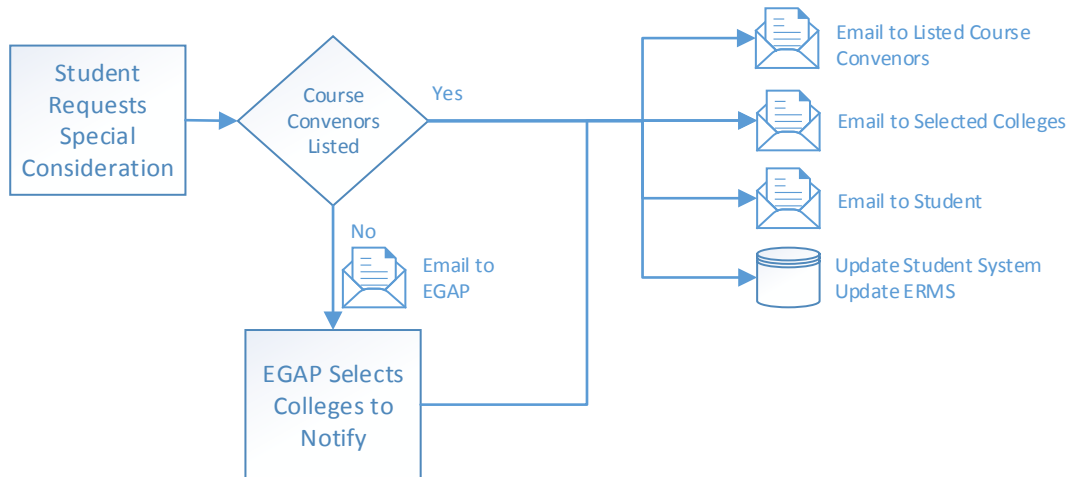
3.6.4 Errors / Validators

- | | |
|----|--|
| a) | <p>Trigger: The form cannot be submitted when required fields are not complete.</p> <p>Potential Solutions: The student must ensure all required fields have been complete. Pages with incomplete fields are highlighted in red on the navigation bar. Incomplete mandatory questions display a red warning box.</p> |
|----|--|

4 Email Workflow

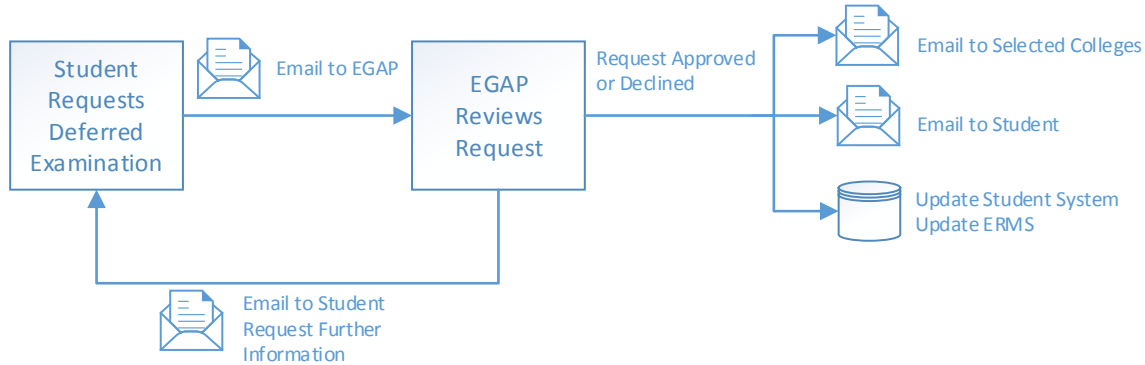
4.1 Email Workflow Diagrams

4.1.1 Special Consideration





4.1.2 Deferred Examination



4.2 Email Details

4.2.1 Special Consideration

Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
Sent when a student requests Special Consideration for a course where the Convener is not listed	Action Request	For action: Special Consideration application for <i>Student Name – UID</i>	EGAP	eForms – Student Stage	None
Sent when a student submits their request	For information	For information: Special Consideration application for <i>Student Name – UID</i>	Course Convener	eForms – Student Stage	<ul style="list-style-type: none"> • Special Consideration PDF • Student Personal Statement • Student Supporting Documentation
Sent when a course convener is not listed and the EGAP selects a College to notify	For Information	For information: Special Consideration application for <i>Student Name – UID</i>	Colleges	eForms – EGAP Stage	<ul style="list-style-type: none"> • Special Consideration PDF • Student Personal Statement



Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
					<ul style="list-style-type: none"> Student Supporting Documentation
Sent when form process is complete either when the student submits their request or EGAP notifies Colleges	For Information	For information: Special Consideration application has been received	Student	eForms – Student or EGAP Stage	None

4.2.2 Deferred Examination

Trigger	Purpose	Email Subject	Sent To	Sent From	Attachments
Sent when a student requests a Deferred Examination	Action Request	For action: Deferred Examinations application for <i>Student Name – UID</i>	EGAP	eForms – Student Stage	None
Sent when EGAP requests further information	Request for more information	For action: Application for Deferred Examinations requires further information	Student	eForms – EGAP Stage	None
Sent after 3 days if no action is taken following request for information	Reminder	Reminder to submit information requested by EGAP	Student	eForms	None
Sent when EGAP Approves or Declines the student's application	For Information	For information: Deferred Examinations application for <i>Student Name – UID</i>	Colleges	eForms – EGAP Stage	Deferred Examinations PDF
Sent when EGAP Approves or Declines the student's application	For Information	For information: Deferred Examination application declined	Student	eForms – EGAP Stage	None

5 Output Documents and File Storage

The Output Documents generated by the form, and the Supporting Documents uploaded during the form process are stored in the Electronic Records Management System (ERMS). The form-generated documents are stored within the **Student File**. All Supporting Documents are stored in either the **Special Consideration** folder or **Deferred Examinations** folder whether or not the application is successful. For detail on how to access the files, refer to: <https://services.anu.edu.au/information-technology/software-systems/electronic-records-management-system>. NOTE: The Form ID and the student ID is included in the title of each Document. For Supporting Documentation the Form ID is appended with an 'A'. These may be used to search for records within the system.

5.1.1 Output Documents and Attached Supporting Documentation

Document Title	Uploaded By
<i>Form ID</i> Special Consideration and Deferred Examination – Special Consideration – <i>UID</i>	Form Generated Document
<i>(Form ID)</i> A Special Consideration and Deferred Examination – Special Consideration – Attachment – Student(<i>UID</i>) – <i>row number</i>	Student (Personal Statement)
<i>(Form ID)</i> A Special Consideration and Deferred Examination – Special Consideration – Attachment – Student(<i>UID</i>) – <i>row number</i>	Student (supporting documentation)
<i>Form ID</i> Special Consideration and Deferred Examination – Deferred Examination – <i>UID</i>	Form Generated Document
<i>(Form ID)</i> A Special Consideration and Deferred Examination – Deferred Examination – Attachment – Student(<i>UID</i>) – <i>row number</i>	Student (Personal Statement)
<i>(Form ID)</i> A Special Consideration and Deferred Examination – Deferred Examination – Attachment – Student(<i>UID</i>) – <i>row number</i>	Student (supporting documentation)



5.1.2 Sample Output Document

Special Consideration / Deferred Examinations Record

DATE		<i>Date</i>
FORM ID		<i>eForm ID</i>

Student Details	
Name	<i>Student Full Name</i>
UID	<i>Student UID</i>
Program or degree name	<i>Student Program</i>
College/Research area	<i>Student College</i>



Special Consideration / Deferred Examinations Requests

Course Details

Selected Course Details

Unofficial Transcript Comments Relating to Previous Applications for Special Consideration / Deferred Examinations

Date	Description	Category	Comments
<i>Date</i>	<i>Description</i>	<i>Category</i>	<i>Comments</i>

Special Arrangements

Special Arrangement Details

Workflow History

User	Workflow step	Completed
<i>User</i>	<i>Approver Step</i>	<i>Completion Date</i>

EGAP Decision: *Approved / Declined*

Justification provided by EGAP: *Comments on decision*