Special Consideration and Deferred Examinations eForm Guide - Student

Introduction

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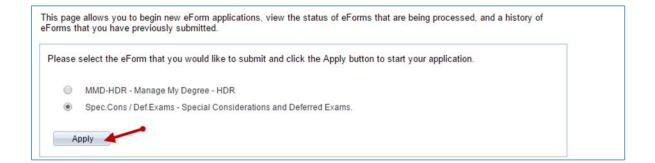
Deferred examination: You will be notified of the outcome via your student email account. If approved, it is your responsibility to confirm the date, time and location for your exam/s with the relevant ANU College or School.

You can review the policy 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.

How to access the Special Consideration and Deferred Exams eForms from ISIS

To access the eForm:

- Login to ISIS using your UID and password
- From the main menu, navigate to: > ISIS > Degree Management > Manage My Degree
- Select Special Considerations and Deferred Examinations from the list and click Apply
- Your eForm should open in a new window.
- Once your eForm is complete, refresh ISIS to view changes.

Tips for using the eForms

- There are two ways to navigate through the form. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You may also skip to a particular page in the form by clicking the page title in the navigation bar on the left of the form.
- Compulsory fields are marked with a red asterisk: *. You must provide the required information in order to proceed.
- If a page appears green on the navigation bar, it has been successfully completed. If a page appears red on the navigation bar, there are compulsory fields on that page which have not been filled in.
- To save the form click the save icon in the top right corner. Note: you will not be prompted to save upon exit, therefore it is important to click the save button before logging out or closing the window. You will be able to access your saved unsubmitted eForm via ISIS (login as above and select update next to the saved form).
- You may be given the opportunity to upload multiple documents to the form. You may add additional documents by clicking the + button below the question. To remove a document, select it using the checkbox and click the – button. Clicking and dragging the three bars beside the checkbox allows you to rearrange the order of your documents.
- To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file to upload. Once the document has finished uploading, the window will close.

What happens after submission of the eForm?

If applying for Special Consideration:

- The course convener/s for the indicated courses will be notified via email. You will receive a confirmation via email that your request for Special Consideration has been received, however you will not be notified of the outcome of your request.
- If your Course Convener is not indicated for a course, the form will be sent to the Examinations, Graduations and Prizes Office (EGAP) to determine which College will be notified of your application. Your college is then notified via email.

If applying for Deferred Examination:

- The form is sent to the Examinations, Graduations and Prizes Office (EGAP) for approval.
  - If approved, an email notification will be sent to the relevant Colleges. Your College/s will then contact you via email to advise you on your examination.
  - If declined, you will be notified by email indicating why your application wasn't approved and what steps you may take to appeal this decision.
  - EGAP may send the form back to you requesting further information.

Support

If you need assistance please contact Examinations, Graduations and Prizes (EGAP)
https://services.anu.edu.au/business-units/examinations-graduations-prizes

or go to Student administration eForms support http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms

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