

How to apply for special consideration and special arrangements

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- Add assessment details
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Overview

Our online system is simple and easy to use and it should only take you five minutes to complete an application. Applications can be submitted for assessment items, missed placements and missed class attendance.

Before you start

You **cannot** save an application so you will need the following information ready before you start:

- Details of the assessment item(s) or placement that you want to include. Refer to your unit of study outline. This information must be correct.
- You can also make an application if you have missed classes. Check your unit of study outline before making an application to see if this applies to you.
- You will need to upload supporting documentation as part of your application. If the supporting documentation is not provided, your application cannot be submitted. Guidelines on the types of documentation required can be viewed [here](#).

How will I be notified of the outcome of an application?

You should receive a decision about your application within four working days sent to your University email. You can also log on to the special consideration tool to view the status of your application at any time.

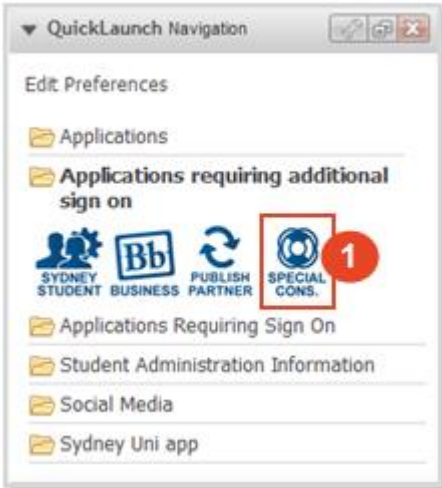
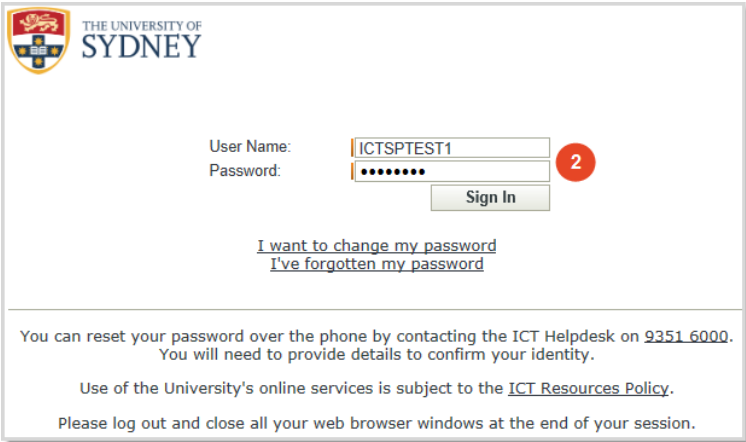
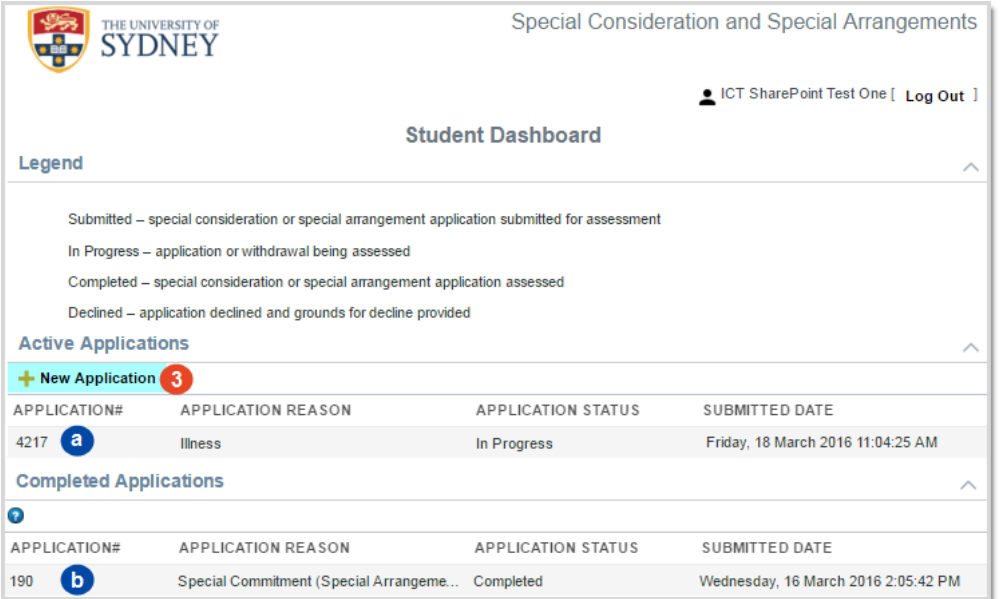
Who can I contact for help?

If you have any questions, call us on 1800 SYD UNI (1800 793 864) or +61 2 8627 1444 (if outside Australia) or [ask a question online](#).

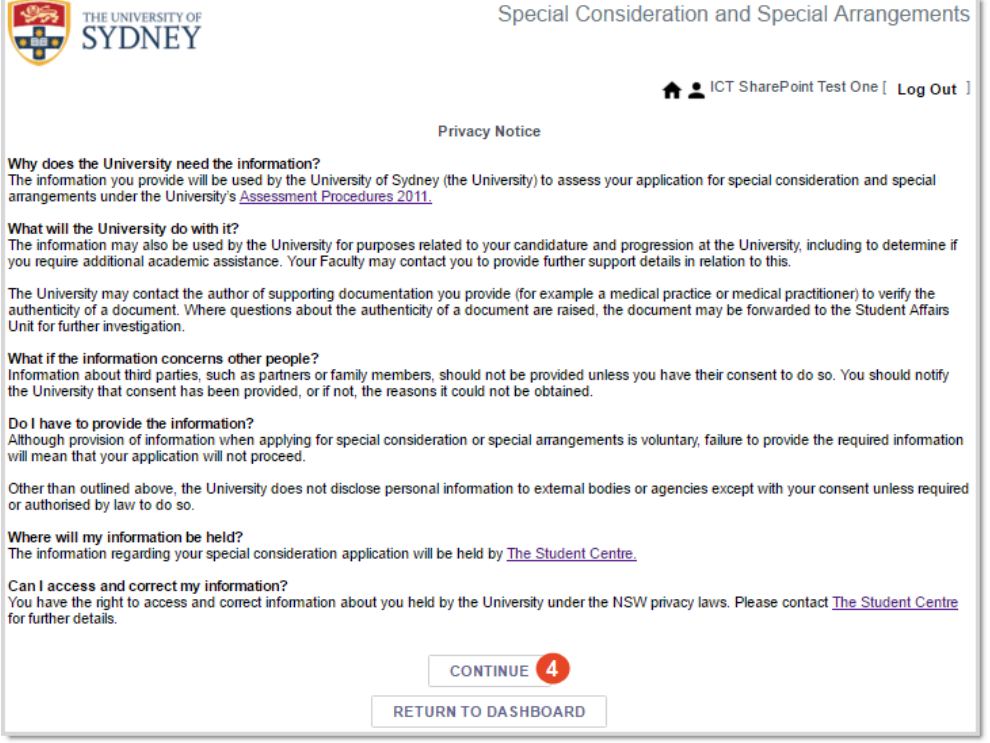
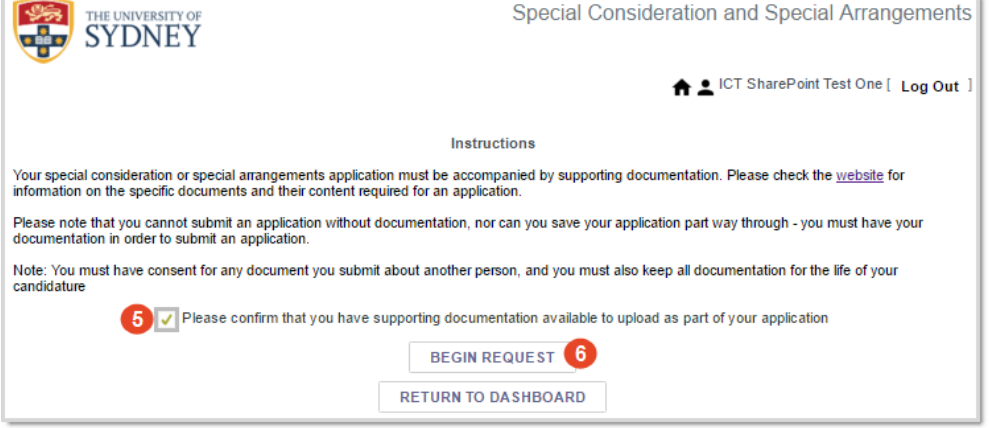
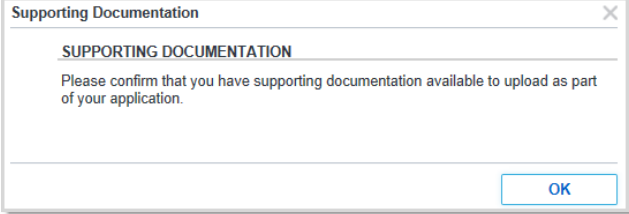
Additional information can be [viewed online](#).

Follow the steps below to submit an application.



How to access the application form

Process Steps	Screen shots
<p>1 Go to MyUni.</p> <p>Click the Special Cons icon.</p>	
<p>2 Enter your User Name. Enter your Password. Click Sign In.</p> <p>Tip! These are your Unikey login details.</p>	
<p>3 Click New Application.</p> <p>Tips!</p> <p>a In-progress applications display here.</p> <p>b Completed applications display here.</p>	

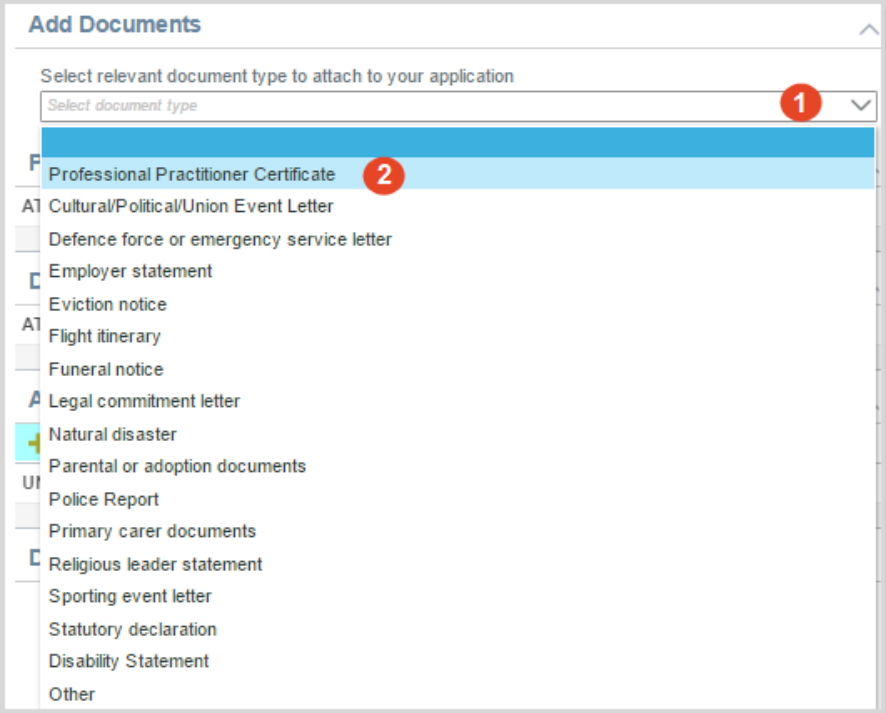
How to access the application form continued

Process Steps	Screen shots
<p>A Privacy Notice displays.</p> <p>4 If you do not select continue you will not be able to proceed.</p> <p>Tip!</p> <p>By selecting continue, you are accepting the Terms set out above.</p>	
<p>The following message displays.</p> <p>5 Tick the checkbox to confirm you have supporting documentation to upload.</p> <p>6 Click Begin Request to progress.</p>	
<p>Tip!</p> <p>This message displays if you do not tick the checkbox in the previous step.</p> <p>Click OK to go back to previous screen.</p>	

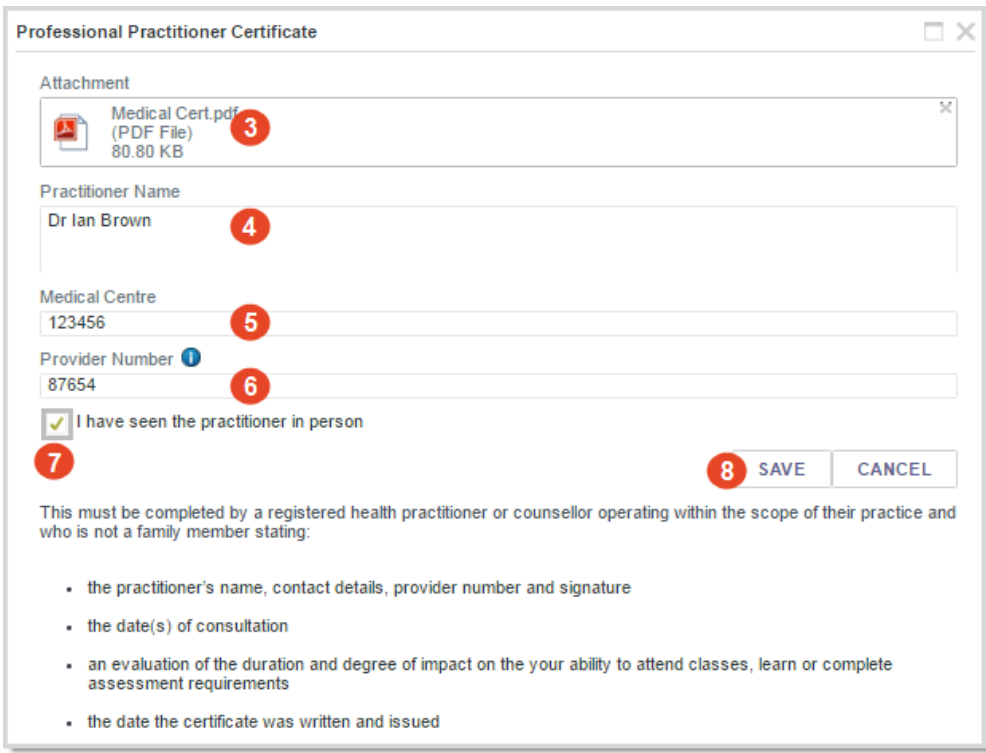
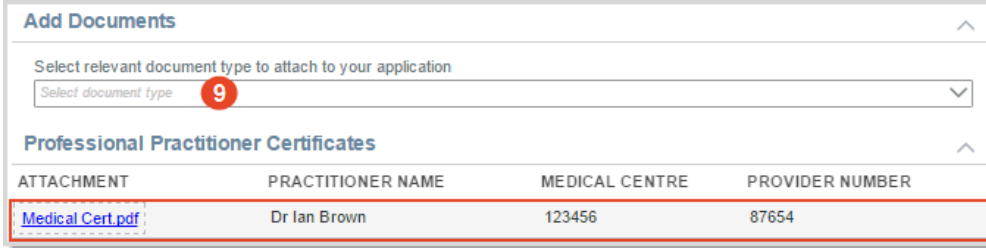
Enter request details

Process Steps	Screen shots
<p>1 Select a Reason for making your application.</p> <p>2 Enter a statement that clearly explains how your assessment, attendance or placement is impacted. Include how long you are affected.</p> <p>3 If you will be affected for more than twenty working days tick the checkbox.</p> <p>4 If you are currently registered with Disability Services tick the checkbox.</p> <p>Tip! Hover over the  icon for more information. Scroll down the screen to continue completing the form if required.</p>	

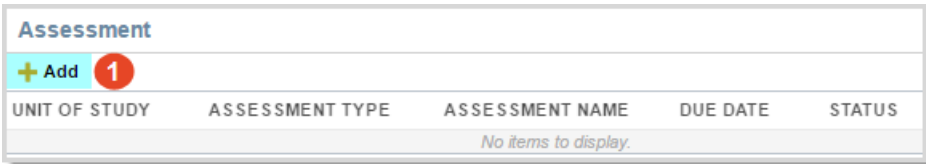
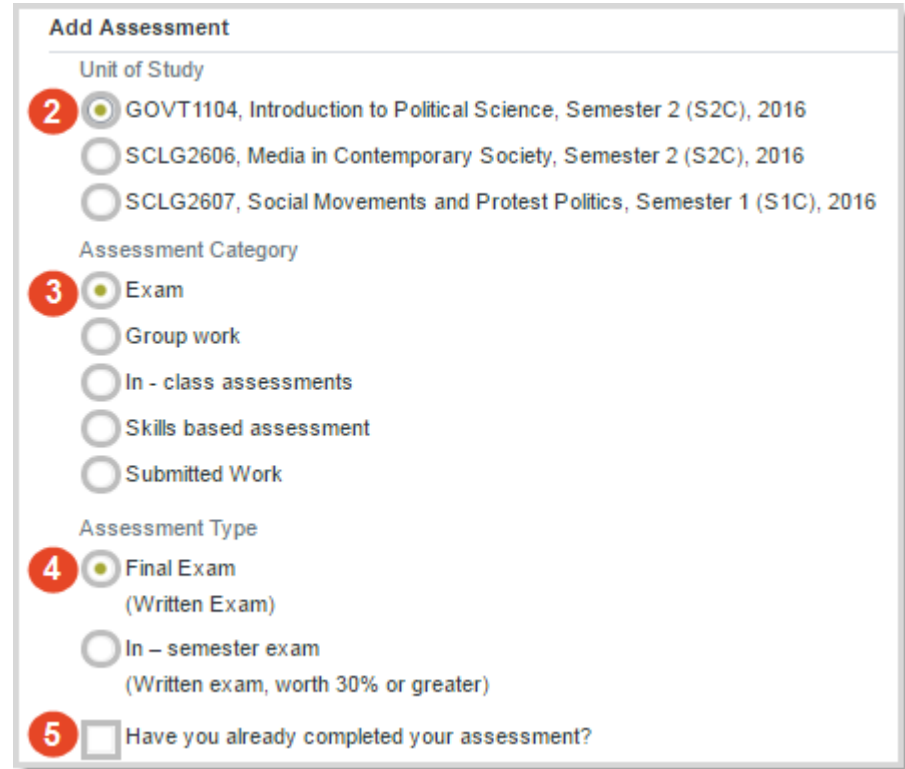

Attach supporting documents

Process Steps	Screen shots
<p>1 In the Add Documents section click in the Select document type row.</p> <p>Tip! You must upload documentation in order to submit your application. If you do not include the correct documentation, your application will be declined.</p> <p>2 A list of document types displays. Select the appropriate document type; e.g. Professional Practitioner Certificate.</p>	 <p>Notes: Go here to check the type of documents required. File types allowed include the following: .pdf, .tif, .tiff, .jpg, .jpeg, .gif, .png, .eml, .msg, .zip.</p>

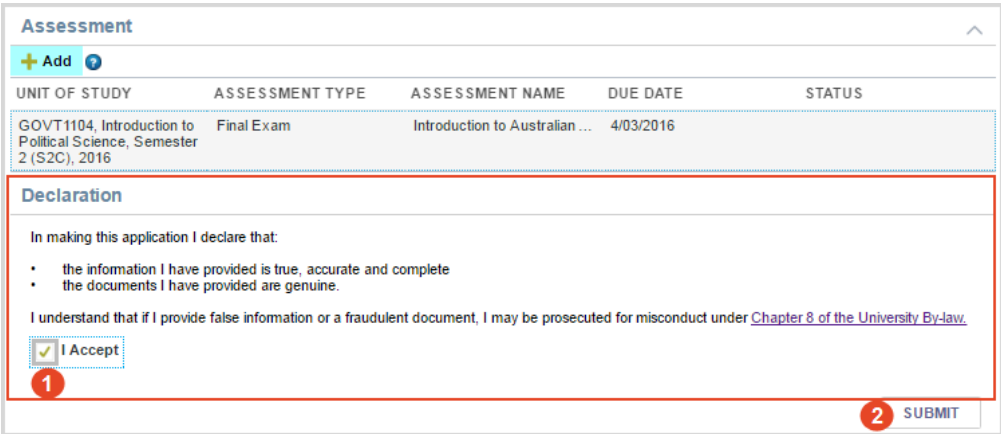
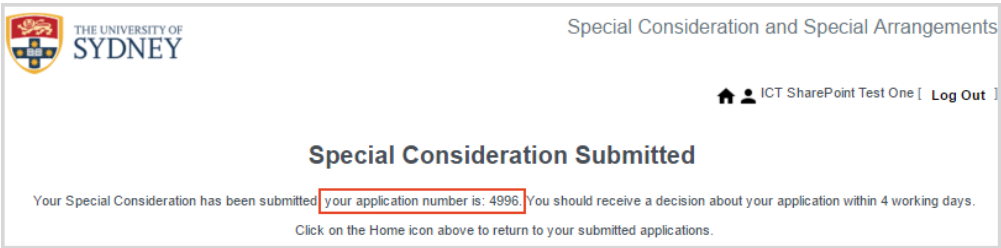
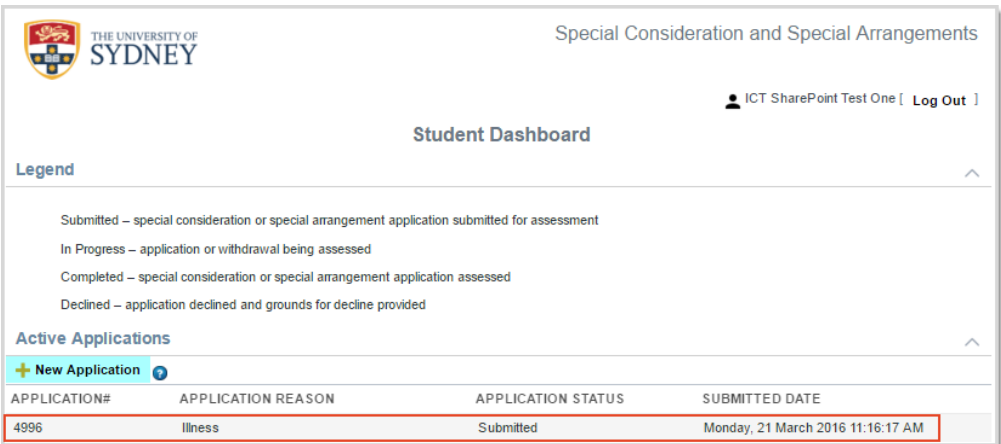
Attach supporting documents continued

Process Steps	Screen shots
<p>When you attach a Professional Practitioner Certificate the following screen will appear.</p> <p>3 Click in the Attachment box. Search for and select the required document.</p> <p>4 Enter Practitioner Name.</p> <p>5 Enter Medical Centre.</p> <p>6 Enter Provider Number.</p> <p>7 Tick the checkbox to indicate that you have seen the practitioner in person.</p> <p>8 Click Save.</p>	
<p>9 If you need to add more documents, click in the Select document type box and repeat the process.</p> <p>Tip! You can delete supporting documents if required before you submit the application.</p>	

Add assessment details

Process Steps	Screen shots
<p>1 To add an Assessment item click Add.</p>	 <p>The screenshot shows a table titled 'Assessment'. At the top left, there is a '+ Add' button with a red circle containing the number '1'. The table has five columns: 'UNIT OF STUDY', 'ASSESSMENT TYPE', 'ASSESSMENT NAME', 'DUE DATE', and 'STATUS'. Below the table, it says 'No items to display.'</p>
<p>The units of study you are currently enrolled in are listed.</p> <p>2 Select the required Unit of Study.</p> <p>3 Select the Assessment Category.</p> <p>4 Select Assessment Type.</p> <p>Tip! These options vary depending on the Assessment you selected in the previous step.</p> <p>5 Tick this checkbox if you have already completed your assessment.</p>	 <p>The screenshot shows the 'Add Assessment' form. Step 2 highlights the 'Unit of Study' section with three radio button options: 'GOVT1104, Introduction to Political Science, Semester 2 (S2C), 2016', 'SCLG2606, Media in Contemporary Society, Semester 2 (S2C), 2016', and 'SCLG2607, Social Movements and Protest Politics, Semester 1 (S1C), 2016'. Step 3 highlights the 'Assessment Category' section with five radio button options: 'Exam', 'Group work', 'In - class assessments', 'Skills based assessment', and 'Submitted Work'. Step 4 highlights the 'Assessment Type' section with two radio button options: 'Final Exam (Written Exam)' and 'In - semester exam (Written exam, worth 30% or greater)'. Step 5 highlights a checkbox labeled 'Have you already completed your assessment?'.</p>
<p>6 Enter the Assessment Name.</p> <p>7 Tick this checkbox if disability adjustments have been granted. You will be prompted to upload your current disability statement from disability services.</p> <p>8 Tick this checkbox if you are submitting the application more than 3 working days after the assessment due date. You will be prompted to enter a Reason.</p> <p>9 Enter the Final Due Date. Please enter correctly, as incorrect date will lead to your application being declined.</p> <p>10 Click Save.</p>	 <p>The screenshot shows the bottom part of the 'Add Assessment' form. Step 6 highlights the 'Exam Name' text input field containing 'Introduction to Australian Law'. Step 7 highlights a checkbox 'Disability Adjustments Granted?' with a help icon. Step 8 highlights another checkbox 'Are you lodging this application more than 3 working days after the due date of this assessment?' with a help icon. Step 9 highlights the 'Final Due Date (dd/mm/yyyy)' text input field containing '4/03/2016'. Step 10 highlights the 'SAVE' and 'CANCEL' buttons at the bottom right.</p>
<p>Tips! Repeat the above steps if you need to include another Assessment item. If you make a mistake, you can cancel an Assessment item.</p>	

Read and accept declaration and submit

Process Steps	Screen shots
<p>You will be taken back to the Add Assessment screen.</p> <p>The unit of study you selected will display.</p> <p>If you need to add more Assessments, select the Add button and repeat the process.</p> <p>Read the Declaration.</p> <p>1 Tick I Accept.</p> <p>2 Click Submit.</p>	
<p>The following screen displays.</p> <p>Use the application number provided if you need to contact Student Administration Services about your application.</p> <p>You will receive an email when a decision has been made on your application.</p>	
<p>Tip!</p> <p>When you log in again you can see a summary of any previous special consideration applications and track their application status.</p>	

Submit late application form

If you are lodging your special consideration more than 3 working days after the due date of the assessment, ensure you complete the following fields in the **Add Assessment** screen.

Process Steps	Screen shots
<p>1 On the Add Assessment screen make sure you tick more than 3 working days checkbox.</p> <p>2 Enter a Reason explaining why your application is late.</p>	