

# Special Consideration Application (SCA) System

## When to submit a SCA

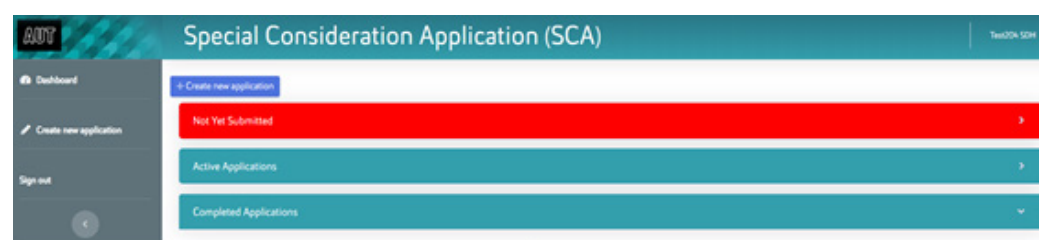
You may apply for special consideration when exceptional circumstances beyond your control including illness or injury, physical or emotional/mental wellbeing seriously affect your ability to: attempt, prepare for, perform successfully during, or complete an assessment on or by the due date.

## How to get to the SCA system

Click on **"Special Consideration"**.

Note – the software functions on a mobile phone, but it is not a full mobile app so the screen layouts have not been optimised for mobile.

## The main SCA window



There are three sections listing your application status:

1. **Not Yet Submitted**  
Any applications you have started, but not yet finished/submitted
2. **Active Applications**  
Applications which are still waiting a decision
3. **Completed Applications**  
The applications for which the decision has already been made

## How to start a new SCA

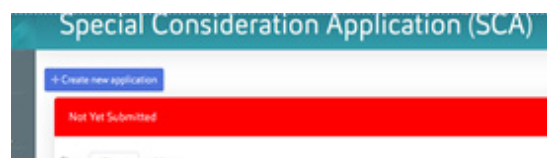
1. To submit a new SCA, click on Create new application
2. On the first screen:
  - Check the **Preferred Email** address
  - Choose the most appropriate **Reason** for your application
  - Enter your **Explanation of Circumstances** (or you can enter this later)
  - Click on **NEXT**
3. To add an Assessment start by choosing the Course. Then specify the required details:

4. You can apply for more than one course or assessment on the same application by clicking on **Add another course/assessment**. This will open up another section for the additional assessment.
5. You can save your application partway by clicking **Save Draft** and come back to it later to complete it.
6. Or you can complete and submit it by clicking on **Finish & Submit**.

## Finishing an unsubmitted application

If you have saved your application and have not yet submitted it, it will show in the **Not Yet Submitted** list on your dashboard.

To re-open the application and finish it, click on **Edit/Continue**.



## Evidence/ Documents

### Evidence requirements – important timeline differences:

#### If you apply BEFORE or ON the due date:

You must upload your supporting evidence within 5 working days of submitting your application.

#### If you apply AFTER the due date:

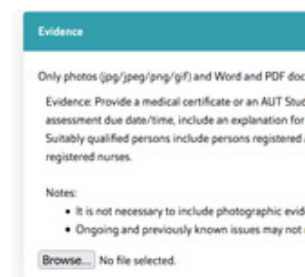
You must upload your supporting evidence within 5 working days of the original assessment due date.

(Applications for a short extension (3 days) do not require supporting evidence.

Each **Reason** has its own particular requirements for evidence)

To attach evidence, click on **Browse** and select the file to upload. (The files must be Word docs, PDFs or photos)

If you are using a mobile phone you can attach a photo from the phone.



## Finishing & submitting the SCA

You must click on **Finish & Submit** once you have finished preparing your application. Your application cannot be processed until you submit it.

You will be advised on the screen if you have missed any required information.

A few minutes after your application is submitted you will be sent an email acknowledgement.

## Evidence doc(s) after Submission

To upload an evidence document after the application has been submitted:

- Find the application in the **Active Applications** list on your dashboard
- Click on the **Course** hyperlink
- Scroll to the bottom of the screen to the **Evidence** section and click on **Browse**
- Then click on **Save Evidence**  
The document is not attached **until** you click this button

## Checking progress

You will receive an email whenever the status of your application is updated. Click on the link in the email to open your application to see which of the following fields have changed:

- Decision
- Revised Assessment Date (the field will only show once the date has been recorded)
- Comments to Student

## How to apply for a short extension

1. To submit a short extension, click on Create new application
2. On the first screen:
  - Check the **Preferred Email** address
  - Choose the most appropriate **Reason** for your application (Note – You do not need to supply evidence to support your application but you must provide a reason)
  - Enter your **Explanation of Circumstances**
  - Click on **NEXT**
3. Select the course from the drop-down menu
4. Select the assessment you wish to apply a short extension for from the drop-down menu
5. Enter the date the assessment is due
6. Select '**No**' in the drop-down box for the question 'have you already submitted/sat the assessment?'

Which courses/assessments are included in this application?

Course\* MGMT861/WA01 Managing Organisations and People

Assessment\* Please select Assessment

Assessment Date\* dd/mm/yyyy

Have you already submitted/sat the assessment?\* Select...

+ Add another course/assessment

7. The option to apply for a short extension appears after all assessment information is entered:

Courses & Assessments

Which courses/assessments are included in this application?

Course\* MGMT861/WA01 Managing Organisations and People

Assessment\* Case study assessment

Assessment Type\* Assignment

Assessment Date\* 19/04/2024

Have you already submitted/sat the assessment?\* NO - haven't submitted/sat yet

Are you applying for a short extension of up to 3 days?  
For this type of extension, you do NOT need to supply supporting documents with your Application.

Finish and Submit

8. Click the box to say you are applying for short extension.
9. Click **Finish and Submit** at the bottom of the page.

### Remember:

- You can only have **one** short extension per course
- You must apply by midnight the day **BEFORE your assessment is due**
- You cannot apply for short extensions for any assessment conducted under controlled conditions, for example tests and exams.