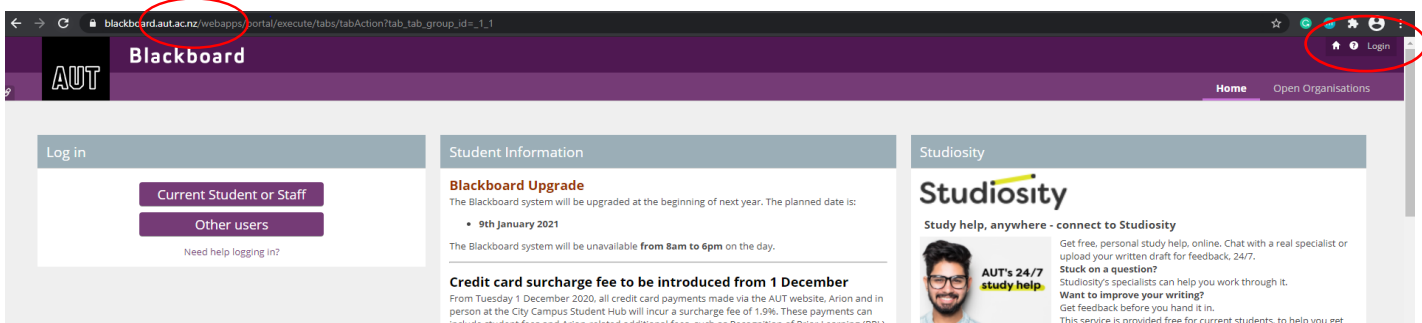
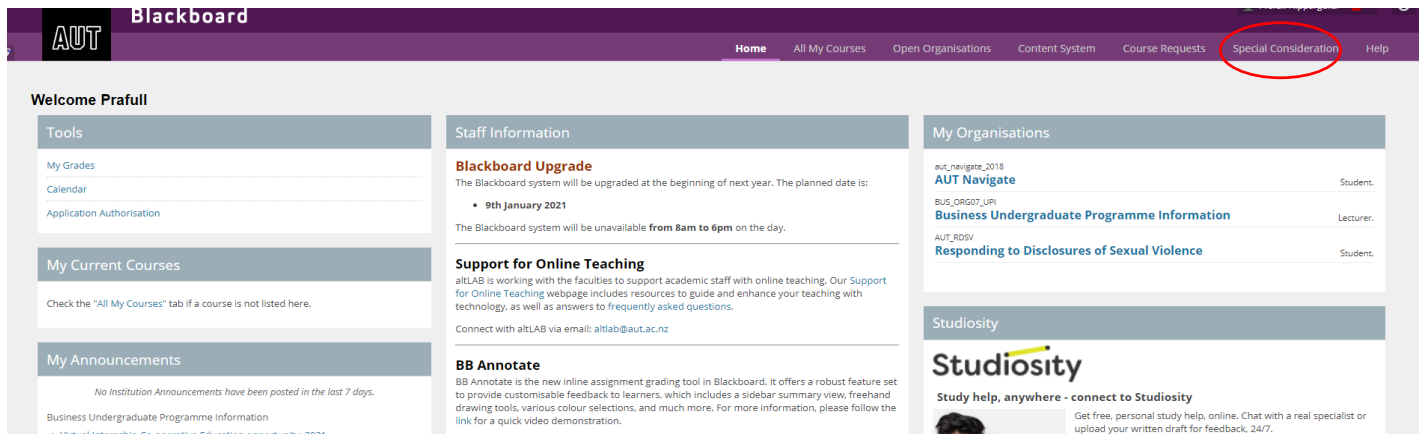


How to submit an Special Consideration Application (SCA)

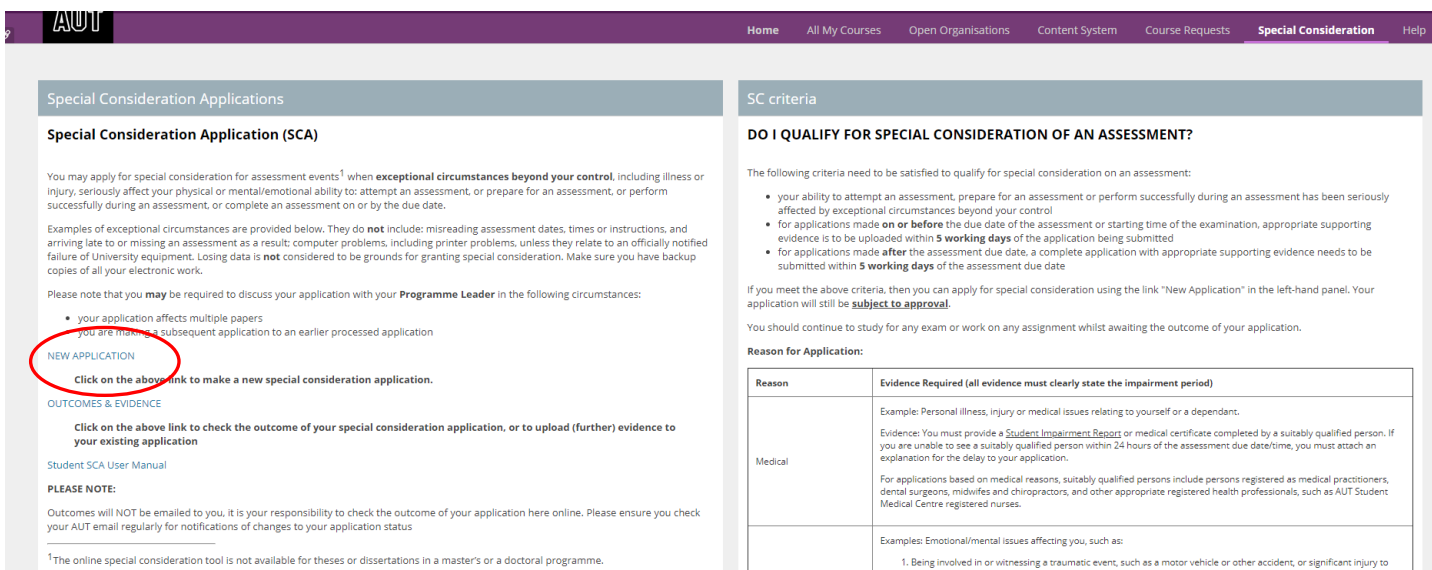
Step 1 --> blackboard.aut.ac.nz



Step 2.
Log in



Step 3



Step 4

Special Consideration Applications

Special Consideration Application (SCA)

You may apply for special consideration for assessment events¹ when **exceptional circumstances beyond your control**, including illness or injury, seriously affect your physical or mental/emotional ability to: attempt an assessment, or prepare for an assessment, or perform successfully during an assessment, or complete an assessment on or by the due date.

Examples of exceptional circumstances are provided below. They **do not** include: misreading assessment dates, times or instructions, and arriving late to or missing an assessment as a result; computer problems, including printer problems, unless they relate to an officially notified failure of University equipment. Losing data is **not** considered to be grounds for granting special consideration. Make sure you have backup copies of all your electronic work.

Please note that you **may** be required to discuss your application with your **Programme Leader** in the following circumstances:

- your application affects multiple papers
- you are making a subsequent application to an earlier processed application

NEW APPLICATION

Click on the above link to make a new special consideration application.

OUTCOMES & EVIDENCE

Click on the above link to check the outcome of your special consideration application, or to upload (further) evidence to your existing application

Student SCA User Manual

PLEASE NOTE:

Outcomes will NOT be emailed to you, it is your responsibility to check the outcome of your application here online. Please ensure you check your AUT email regularly for notifications of changes to your application status

¹The online special consideration tool is not available for theses or dissertations in a master's or a doctoral programme.

SC criteria

DO I QUALIFY FOR SPECIAL CONSIDERATION OF AN ASSESSMENT?

The following criteria need to be satisfied to qualify for special consideration on an assessment:

- your ability to attempt an assessment, prepare for an assessment or perform successfully during an assessment has been seriously affected by exceptional circumstances beyond your control
- for applications made **on or before** the due date of the assessment or starting time of the examination, appropriate supporting evidence is to be uploaded within **5 working days** of the application being submitted
- for applications made **after** the assessment due date, a complete application with appropriate supporting evidence needs to be submitted within **5 working days** of the assessment due date

If you meet the above criteria, then you can apply for special consideration using the link "New Application" in the left-hand panel. Your application will still be **subject to approval**.

You should continue to study for any exam or work on any assignment whilst awaiting the outcome of your application.

Reason for Application:

Reason	Evidence Required (all evidence must clearly state the impairment period)
Medical	<p>Example: Personal illness, injury or medical issues relating to yourself or a dependant.</p> <p>Evidence: You must provide a <u>Student Impairment Report</u> or medical certificate completed by a suitably qualified person. If you are unable to see a suitably qualified person within 24 hours of the assessment due date/time, you must attach an explanation for the delay to your application.</p> <p>For applications based on medical reasons, suitably qualified persons include persons registered as medical practitioners, dental surgeons, midwives and chiropractors, and other appropriate registered health professionals, such as AUT Student Medical Centre registered nurses.</p>
	<p>Examples: Emotional/mental issues affecting you, such as:</p> <ol style="list-style-type: none"> Being involved in or witnessing a traumatic event, such as a motor vehicle or other accident, or significant injury to another person.