

Application for special consideration of assessment form (FLA-58)

Important information: We understand that sometimes things can happen that are out of your control. If unexpected circumstances affect your ability to complete an assessment you can apply for special consideration.

Special consideration is the process of assessing exceptional circumstances, outside your control, that impacts on your ability to perform in, or complete an assessment. Applications for special consideration must be submitted to your trainer ten (10) days prior to the assessment date for known circumstances or within two (2) working days after the assessment or assessment due date in unforeseen circumstances.

If you feel this applies to you, complete this application form and submit to your trainer along with any supporting document/s.

Late applications will be rejected if submitted outside the permitted timeframes above unless you can provide compassionate or compelling reasons and evidence supporting why you couldn't submit on time. Late applications received more than seven (7) days after the assessment or assessment due date will be rejected.

Assessment of Special Consideration: Your trainer will acknowledge receipt of your application within 24 hours of submission. Your trainer, in consultation with the Coordinator will carefully assess your application based on your circumstances and supporting documentation. Your special consideration application outcome will be assessed as 'granted', 'denied' or 'withdrawn'. All receipts and outcomes of special consideration will be in writing in the form of an email to your GOTAFE email account.

If your special consideration application is granted, please follow any instructions and recommendations in your outcome email. Where an outcome requires you to contact the trainer or coordinator, you must do so within the required timeframe otherwise the outcome may be deemed to have lapsed.

If you do not agree with the outcome of your special consideration application, you can appeal the decision by visiting GOTAFE's Feedback and Appeals Portal <https://www.gotafe.vic.edu.au/about-us/contact/feedback/feedback-appeal>

Student name	<input type="text"/>
Student ID	<input type="text"/>
Course Code	<input type="text"/>
Course Title	<input type="text"/>
Unit Code	<input type="text"/>
Unit Title	<input type="text"/>
Assessment Task (e.g 1,2,3)	<input type="text"/>
State circumstances why special consideration should be granted and the outcome you are seeking from your application	<input type="text"/>

Time applied for:

New deadline:

Documentation
e.g. medical
certificate

Learner's signature

Date:

Office use only

☐ Approved ☐ Not approved

Reason if not approved

Additional
requirements

Coordinator's name

Signature

Date