



# School of Physiotherapy

## Application for Special Consideration in Mid-Year Assessments and Final Examinations Because of Absence or Impaired Performance

Use this form to apply for Special Consideration if you consider that acute illness or other exceptional circumstances beyond your control prevented you from sitting mid-year assessments or final examinations or seriously impaired your performance.

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Year: \_\_\_\_\_

### Paper/s for which you wish to claim special consideration:

Paper Code	Exam/Assessment Date	(Please tick)			(Please tick)	
		Written	Practical	Oral	Impaired	Absent

**What is your reason for special consideration?** Note: This form must be accompanied, where possible, by supporting documentation, i.e. medical certificate, health declaration form, certificate from counsellor or other documentation.

State how this has affected your preparation and / or performance:

.....

Documentation attached?    YES    NO    STUDENT HEALTH TO SUBMIT  
(Please tick one)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form and accompanying documentation to the School of Physiotherapy reception, [physiotherapy@otago.ac.nz](mailto:physiotherapy@otago.ac.nz) or fax to 03 479 8414 within 48 hours of your last examination/assessment.

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PLEASE READ THE IMPORTANT ADDITIONAL NOTES BELOW

## Additional Notes

1. Special Consideration regulations are intended to apply in cases where a student's performance is **seriously impaired** or a student is absent due to events beyond their control. The following are typical examples of the level and type of incapacity through illness or other exceptional circumstances that the policy is intended to cover:
  - Severe medical condition as a result of illness or accident, supported by a medical certificate or documentation, such as severe influenza or hospital admission due to a motor vehicle accident.
  - Bereavement of a significant other, as documented with a death notice or formal certification. If not directly named in the above a letter from funeral director, minister of religion, Kaumatua/Kuia or the police to confirm your relationship with the deceased will be sufficient.
  - Serious psychological impairment certified by a counsellor or doctor.

NOTE: Mistaking the time or venue of an examination, experiencing exam anxiety or having several exams close together are **not** grounds for applying for Special Consideration.

2. Only one application form should be used to cover all assessments/examinations (held during the examination period) for which you are seeking Special Consideration.
3. No applications can be considered after examination results have been published.
4. The regulations governing Special Consideration outlined in this document **do not apply** to students who have failed a paper but were neither impaired nor absent from the assessment/examination due to events beyond their control. Regulations for students who have failed a paper but are not eligible for Special Consideration are outlined under the "Examinations" heading in the Bachelor of Physiotherapy programme regulations in the University of Otago *Calendar*. Those regulations are also explained in the BPhy Handbook under "Special Examinations."
5. The regulations governing Special Consideration outlined in this document apply to all papers in undergraduate programmes of study in the School of Physiotherapy that require students to sit mid-year assessments and/or final examinations.
6. All applications for Special Consideration are considered by the Board of Examinations and Assessment for Physiotherapy. The Board will determine whether or not the student is permitted to sit a Special Examination/Assessment. After the Board of Examinations and Assessment meeting, students are notified whether or not their application for Special Consideration has been successful. If the application is accepted then one of the following will apply: (1) if you have failed or were absent for the original examination/assessment, you will be required to sit a special examination; (2) if you passed the original examination, you will be offered the choice of accepting the existing mark or sitting a special examination. Also note that if a special examination is taken, the final grade will be based on the better of the two examination marks combined with other component marks for the paper. Note: Students who are offered the opportunity to sit a special examination are required to advise the School of Physiotherapy by the date specified in the letter that they wish to take up this offer. Failure to advise the School will result in a Fail grade for that paper in (1) above.
7. Special Examinations for Semester one papers are granted provisionally. If a student fails to pass a sufficient number of points in total for papers for the full year, then the offer of a special examination will be withdrawn.
8. The regulations outlined in this document may not apply to any paper that is not part of a School of Physiotherapy programme. If a student is taking an approved paper that is part of another programme, it is the student's responsibility to determine the Special Consideration regulations that apply for that paper (see the "Examination Regulations" section of the "General Regulations" in the University *Calendar*).
9. The School of Physiotherapy does not offer mark adjustment because of impairment nor aegrotat passes. If a student's application for Special Consideration is accepted by the Board of Examinations and Assessment, the only option that may be offered is a special examination.