



APPLICATION FOR SPECIAL CONSIDERATION IN FINAL EXAMINATIONS

Department of Radiation Therapy

This form should only be used if you are eligible to apply for Special Consideration on the grounds that:

- You have been **prevented from sitting** a final examination through acute illness or other exceptional circumstances at the time of the final examination itself;
- OR**
- If you consider that your performance in any final examination has been **seriously impaired** due to illness or other exceptional circumstances at the time of, or in the 14 days immediately prior to the final examination itself.

Examples of the level and type of incapacity through illness, or other exceptional circumstances, which Special Consideration is designed to cover include:

1. *Severe medical condition as a result of illness or accident, supported by medical evidence and/or hospitalisation, e.g. severe glandular fever or influenza, as documented; hospital admission for a motorcycle accident.*
2. *Bereavement of a significant other, as documented with either a death notice or formal certification.*
3. *Serious psychological impairment certified by a counsellor or doctor.*

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

Only one application form should be used to cover all examinations for which you are seeking Special Consideration and that application (including supporting documentation) must be received by the Head of Radiation Therapy **no later than two calendar days from the date of the last examination for which you are seeking Special Consideration.**

Please read the additional notes on the inside page before completing any application.

EXAMINATIONS

Special Consideration

1. The Special Consideration provisions apply only to final examinations and where it is clearly documented that serious impairment or incapacity preventing attendance has been experienced **at the time of, or in the 14 day period immediately prior to the examination itself**. Where students have been affected by illness or other exceptional circumstances prior to final examinations, they are expected to have informed the Head of Department directly at the time (not individual Lecturers or Years Leaders).

2. To apply for Special Consideration a student must –
 - (i) complete an application form available from the Department of Radiation Therapy;

 - (ii) obtain evidence of serious impairment or incapacity at the time of the examination from the Student Health and Counselling Service or from a registered practitioner;

 - (iii) submit both the application and the evidence to the Head of Department Radiation Therapy **no later than two calendar days from the date of the last examination for which the candidate is seeking Special Consideration**.

3. Applications which meet the guidelines above will be referred to the Dean who after considering the application may:
 - (i) decide that no action is justified or appropriate.

or

 - (ii) award the student a Special Consideration (deferred) Examination which may be held at the sponsoring hospital.

	SURNAME	FIRST NAMES	STUDENT NUMBER
1.	Mr/Miss/Ms/Mrs		
2.	Course of Study		
3.	Your address to which communication concerning this application should be sent		
4.	If you were ABSENT from any final examination, specify the paper(s).		
	SUBJECT AND PAPER	DATE	AM/PM
			FOR OFFICE USE ONLY
5.	If you consider that your performance was SERIOUSLY IMPAIRED in any final examination, specify the paper(s).		
	SUBJECT AND PAPER	DATE	AM/PM
			FOR OFFICE USE ONLY

This application must be accompanied by:

- A certificate from the Student Health and Counselling Service **or**
- A medical certificate from another source **or**
- Other (specify)

I consent to having information (including medical/counselling information) I have supplied, made available to the Dean to assist with the decision. (If you do not consent, do not sign below).

SIGNATURE **DATE**