



Faculty of Science - Guidelines for the Completion of an Application for Special Arrangements

The University's assessment practices are designed to ensure that conditions are as consistent as possible and that individual students are not disadvantaged. The Special Arrangements for Examination and Assessment policy is designed to support and assist students who are experiencing difficulty in meeting their assessment requirements due to competing essential community commitments.

Special Arrangements may be made available to any student enrolled within a Faculty of Science unit of study, who is unable to meet assessment requirements or attend examinations, because of one or more of the following situations:

1. Essential religious commitments or essential beliefs;
2. Compulsory legal absence (e.g. jury duty, court summons, etc);
3. Sporting or cultural commitments, including political and union commitments, where the student is representing the University, state or nation;
4. Australian Defence Force Commitments (including Army Reserve).

Please note that the Application for Special Arrangements must be submitted AT LEAST SEVEN (7) DAYS BEFORE THE DUE DATE OF THE ASSESSMENT OR EXAMINATION for which alternative arrangements are being sought. LATE APPLICATIONS WILL BE DECLINED.

Special Arrangements may **ONLY** be considered in the above circumstances if the commitment falls on the same day as an assessment task or examination. Special Arrangements will **NOT** be made if the commitment falls before or after the assessment task or examination.

Students may elect to include details on preparation time required for the essential commitment (for example, travel time, training camps etc) **BUT** the Faculty of Science is **under no obligation** to make additional arrangements for preparation time. This information should be noted on the Application Form ('Total period for which Special Arrangements are being sought') and supporting documentation detailing the tasks and time required to prepare must be submitted (in addition to the documents listed above).

In cases of an extended absence, the relevant School should discuss the option of withdrawal without failure with students. **An 'Extended Absence' is defined, for the purposes of Special Arrangements, as being a period of more than two weeks.**

The information you supply on this application is needed by the University so that it can assess your application for Special Arrangements. This document, and any associated records, will be retained by the Faculty of Science, where the records will only be available to staff who need access in order to carry out their duties. Any request to access your personal information should be addressed to the Graduation Officer at the Faculty of Science Information Office.

To apply for Special Arrangements the student must:

1. Obtain and complete a Special Arrangements Application pack from the Faculty of Science Information Office or from the Faculty website at: <http://www.science.usyd.edu.au>.
2. Complete the Special Arrangements Application Form and other forms included in this pack:
 - A student seeking arrangements due to an essential religious or ceremonial commitment must have a religious authority complete the Statement of Essential Religious or Ceremonial Commitment (SERCC).
 - A student seeking alternative arrangements due to Compulsory legal absence, Sporting or cultural commitments or Australian Defence Force Commitments, must attach the appropriate documentation (Jury Summons, Notification of Selection for Sporting Event or Brigade Statement etc).
3. Lodge the original paperwork and required photocopies with the Faculty of Science Information Office. One photocopy of the Application Form, SERCC and any supporting documents is required for each piece of assessment for which Special Arrangements are being sought. Both the original and photocopied paperwork will be stamped by Faculty staff. Note: If students desire a copy of their application, they must provide an additional copy which will be stamped at the Student Information Office.
4. Take the stamped copy of the application to the School administrative office as directed by Faculty staff.
5. Students will be notified of the Academic Judgement concerning their application for Special Arrangements by the Faculty of Science, via an e-mail to their University e-mail account.

Further information, including the complete Faculty of Science guidelines regarding Special Arrangements, may be obtained via the Faculty of Science website: <http://www.science.usyd.edu.au> .



Statement of Essential Religious or Ceremonial Commitment

To be completed by a religious authority / leader on behalf of a student who will be unable to submit or attend an assessment task or examination due to an essential religious or ceremonial commitment.

Special Arrangements applications must be supported by documentary evidence from an appropriate religious authority. Certificates signed by family members are not acceptable. Your help in providing information about the student's essential religious or ceremonial commitment is appreciated. This information will help the University make a fair and informed assessment about the scheduling of the student's assessment tasks, including examinations. The information you provide on this form will be used solely to assess this application.

STATEMENT OF ESSENTIAL RELIGIOUS OR CEREMONIAL COMMITMENT

SID: _____ STUDENT NAME: _____

Date/s of religious or ceremonial significance: _____

The student listed above is known to me Yes / No

This student has been attending religious/ceremonial services/commitments since _____

In your opinion could you please indicate the capacity of the student to attend or participate in assessments tasks whilst maintaining their commitment and reverence to the date of significance listed above.

Evaluation (please tick appropriate boxes)	√
Student would be totally unable to study due to Religious or Ceremonial Commitment	
Severe Conflict – Religious or Ceremonial Commitment would severely limit the student's ability to attend or participate in assessments tasks.	
Moderate Conflict - Religious or Ceremonial Commitment will have an impact on the student's ability to attend or participate in assessments tasks.	
Slight Conflict - Religious or Ceremonial Commitment may affect the student's ability to attend or participate in assessments tasks.	
Unable to assess	

Please provide a brief description of the nature and requirements of this event (for example: time required, restrictions on activity, dietary requirements or restrictions, attendance requirements or frequency, location of activity - other relevant information).

OTHER (please specify and attach any other relevant documentation/evidence)

Name _____

Organisation _____

Position / Title _____

Address _____

Contact Phone Number _____ Stamp or Seal (if appropriate) _____

I authorise the University to contact me or my office to confirm authenticity of this request for Special Arrangements. I certify that I have read and understood the 'Guidelines for Application for Special Arrangements'.

Signature: _____

Date: ____/____/____



Application Number

Academic Judgement regarding application for Special / Alternative Arrangements for Examination or Assessment

Section One: Students must complete this section of the form. Students must complete one form for each piece of assessment (where Special Arrangements are being sought).

SID: _____

Name of Student: _____

Assessment for which Special Arrangements are being sought:

Unit of Study	Assessment	Due Date
		/ /
		/ /

For School Use Only

Section Two: This section must be completed by two or more academic staff members within the relevant School who act as assessors of the Special Arrangements application. One of the two assessors must be the Head of School (or delegate) responsible for the Unit of Study for which Special Arrangements are being sought.

Academic Judgement:

- | | |
|---|---|
| <input type="checkbox"/> Alternative assessment approved* | <input type="checkbox"/> Mark to be adjusted (if appropriate) |
| <input type="checkbox"/> Application declined | <input type="checkbox"/> No action required |
| <input type="checkbox"/> Assessment marks to be averaged | <input type="checkbox"/> Permission granted to make-up assessment |
| <input type="checkbox"/> Decision deferred until Sem. results available | <input type="checkbox"/> Resubmission of assignment approved |
| <input type="checkbox"/> Extension approved* | <input type="checkbox"/> Retest approved |
| <input type="checkbox"/> Further examination approved* | <input type="checkbox"/> Weighting of assessment items changed |
| <input type="checkbox"/> Late submission penalty waived | <input type="checkbox"/> Exemption approved |

* New Date for re-submission / extension / supplementary / other: _____

Additional Information / Reason for Judgement:

Name: _____

Name: _____

Signed: _____
(First Assessor)

Signed: _____
(Second Assessor)

Date: ____/____/____

Date Received From School:

For Faculty of Science Office Use Only

1. Date Student notified of Academic Judgement by Faculty Office: ____/____/____