



The University of Sydney

Faculty of Pharmacy

Pharmacy Building, A15
The University of Sydney NSW 2006

Undergraduate Administration

Memo: All Pharmacy students

Re: Special consideration and additional assessment (End of Semester Exams)

Date: 27 March 2007

Please read the following information very carefully as it relates to all Pharmacy taught (PHARXXXX) units of study.

Special consideration

Special consideration with respect to assessment is available for students with well documented cases of **serious** illness or misadventure which significantly impact on performance. In most circumstances, special consideration will be offered for incidents or illnesses which occur in the period immediately prior to a specific examination, and which specifically impair the student's ability to perform on the day of the assessment.

Applications for special consideration must be made on the form available from the Faculty website and the Faculty Administration Office and must comply with the University's requirements for supporting documentation. Students should note that the following details are regarded as a minimum level only, and supporting documentation which does not meet these levels will not be taken into account:

With respect to illness, the medical certificate must state:

1. The **date** on which the student consulted medical advice
2. Within confidentiality limits, a medical opinion as to the **nature and seriousness of the illness**
3. A **specific statement** as to the **degree of impairment** associated with the illness
4. The expected **duration** of such impairment

In addition, medical certificates must be signed by the medical practitioner (who must not be a family member) and must have been obtained during the illness or immediately afterwards (as soon as it is practicable to visit the medical practitioner).

The description of "degree of impairment" should include, as a minimum, the symptoms experienced by the student, an indication as to the degree of impairment and/or inconvenience to the student on a scale from mild/minimal to extreme, the type of impairment experienced by the student (whether the impairment affected the student's performance on the day of the examination and/or examination preparation in the immediately preceding period), and any other factors which are considered by the medical practitioner to be of assistance in describing the condition of the student at the time of, or in the period immediately prior to, the examination. Brief descriptions which do not address these points are unlikely to result in acceptance of an application for special consideration.

You should note that this is a summary of the University's policy relating to special consideration. It is worth noting that this policy specifically states that "**Occasional brief or trivial illness would not normally be regarded as sufficient to explain an absence or poor performance.**"

With respect to misadventure, documentation must indicate the nature of the misadventure, the date and time where relevant, and the likely impact on the student's ability to perform. If you are in any doubt about the type of documentation required for a particular instance of misadventure, you are advised to contact the Student Services Officer (Undergraduate) for advice.

The University of Sydney is keen to ensure that students with genuine grounds for special consideration receive appropriate assistance. However, you should be clear that it is **your responsibility** to make sure that your application fulfils the criteria listed above. If your application and supporting medical documentation do not meet these criteria, your application is likely to be rejected. If this happens, YOU WILL NOT BE ASKED FOR ADDITIONAL DOCUMENTATION, NOR WILL YOU BE PERMITTED TO SUBMIT ADDITIONAL DOCUMENTATION. THIS MEANS THAT YOU MUST PROVIDE ALL NECESSARY DOCUMENTATION AT THE TIME OF SUBMITTING YOUR APPLICATION FOR SPECIAL CONSIDERATION.

Please note that special consideration will **not** be granted in respect of any additional assessment. Unsatisfactory performance in, or absence from, additional assessment will result in failure in that assessment.

All supporting documentation must be in English. If it is only possible to obtain documents in another language, it is the student's responsibility to obtain an authenticated translation.

Timeline for application for special consideration

No application for special consideration will be accepted if it is lodged more than 7 calendar days after the assessment/examination for which special consideration is sought. **Students must personally hand the form to the Faculty Administration Office, Faculty of Pharmacy** during normal working hours (9am to 5pm Monday to Friday). Applications which are not personally delivered as indicated will not be assessed. If the subject for which consideration is sought is taught by a department other than Pharmacy, the application must be lodged with the appropriate Faculty or Department (ie. Faculty of Science or Department of Physiology or Pharmacology).

If for any reason a student is unable to submit the required paperwork within that time, a verbal application must be made to the Student Services Officer (Undergraduate) or a delegated administration officer, indicating reasons for the delay and the date by which the paperwork will be submitted. All applications will be assessed within three working days of receipt, and **students will be informed of the outcome by email to the student's official University email address.** Students must also provide the Faculty with a daytime telephone contact number when lodging the application.

Students are advised that special consideration applications are evaluated by a central committee, and not by the individual member of staff responsible for a particular examination. Advice regarding the special consideration process should be sought from the Student Services Officer (Undergraduate) or the Associate Dean (Learning and Teaching) only.

Appeal against outcome of special consideration application

Students who wish to appeal against the outcome of an application for special consideration must lodge their appeal, in writing, with the Student Services Officer (Undergraduate) or delegated administration officer within seven calendar days of notification. The date of notification will be deemed to be the date on which the email was sent to the student's University email address. Any appeal must clearly state the

grounds for the appeal and must relate to the original special consideration application. Appeals against the rejection of an application on the grounds of failure to provide the required level of information or evidence will not be accepted. Appeals which introduce new circumstances or material which is not directly relevant to the original application will be rejected. Appeals which are not lodged within the seven calendar day period will also be rejected.

All applications for special consideration and associated appeals will be finalised by 14 calendar days after the final examination. No further correspondence will be entered into after this date.

Additional assessment

If your application for special consideration is approved, you will be offered additional assessment. This additional assessment will **replace** any previous attempt – that is, if you are offered additional assessment, **your original examination paper will not be marked**. The only examination which will be considered is the additional assessment task. Please note that the format of the additional assessment is at the discretion of the coordinator and need not be similar to the original assessment. Oral examinations are certainly possible.

The additional assessments will be held according to a timetable which will be published on the Faculty of Pharmacy website and which will be posted on the Faculty Examination notice board. It is **your** responsibility to ensure that you are aware of, and available for, the additional assessment.

Please note that, as indicated above, **special consideration will not be granted in respect of any additional assessment**. Unsatisfactory performance in, or absence from additional assessment will result in failure in that assessment.

Faculty contact details:

Student Services Officer (Undergraduate): 9036 9293

Faculty Administration Office: 9351 2320

Website: www.pharm.usyd.edu.au