

Special Consideration Procedure Flowchart RESPONSIBILITY RESOURCES ACTIONS **APPLICATION LODGED Special Consideration application lodged** Ask MQ Student system [NOTE: Application must be lodged no later than five (5) working days after the assessment task due date, examination or test date]. Special Consideration **Confirmation email sent** Student Policy / Procedure to student Systems Application Professional reviewed Staff Special Is additional Consideration Does application meet documentary evidence Professional Supporting NO NOeligibility criteria? required to assess Staff Evidence application? Schedule YES YES Additional Professional documentary Staff evidence requested Professional **Does Professional Staff** Staff need input from relevant NO Academic or Faculty Student APPLICATION ASSESS Administration Manager? Special Does student provide Consideration additional documentary NO Student Policy / Procedure evidence within required timeframe? YES Professional Application Staff YES forwarded to Professional staff Relevant select Academic or Academic appropriate Faculty Student Staff outcome as per Administration the Outcomes Does CWB need to be **∢NO** Manager Schedule consulted? Special Input on Consideration appropriate **Outcomes** outcome YES Schedule provided to **Professional Staff** CWB consulted and action taken CWB Staff as appropriate to Application advice provided assessed and Professional outcome Staff determined by Professional Staff

