SPECIAL CONSIDERATION SUPPORTING EVIDENCE SCHEDULE

1 PURPOSE

This Schedule establishes the minimum standards for documentary evidence required to substantiate applications under the Special Consideration Policy. This Schedule is to be read together with the Policy.

EVIDENCE REQUIREMENTS

General Evidence Requirements

Evidence must demonstrate that the circumstances or events caused Substantial Disruption, as defined in Policy, to either the student's capacity for effective study during the Event Critical Study Period, or to the student's capacity to undertake the affected Assessment Task (for example, Final Examination) on the relevant date.

All supporting evidence must be in English. Where this is not possible, the student must explain why, provide an official translation by an accredited translator (such as NAATI-accredited translator), and, where applicable, include the provider's details for evidence verification purposes.

Medical evidence

Where a student is located in Australia when the disruption occurs, all formal medical evidence must be from an AHPRA registered provider (see definition below). Evidence from offshore providers will only be considered where the student was located offshore when the disruption occurred, the evidence is provided in English, and the evidence is issued by a provider equivalent to an AHPRA registered practitioner.

A telehealth medical certificate will be accepted provided it confirms that a real-time consultation took place between the student and the issuing health professional, whether by video or telephone. A certificate issued without direct interaction with the practitioner, including one generated automatically, will not be accepted.

AHPRA registered health professional

A registered health professional means a person registered with a National Board of Australia accredited by the Australian Health Practitioner Regulation Agency (AHPRA), including practitioners registered under the following disciplines: Aboriginal and Torres Strait Islander Health Practice, Chinese Medicine, Chiropractic, Dental, Medical, Medical Radiation Practice, Nursing and Midwifery, Occupational Therapy, Optometry, Osteopathy, Pharmacy, Physiotherapy, Podiatry, and Psychology. For the purposes of this Policy, a registered social worker is also recognised as a registered health professional.

Statutory Declaration Evidence Requirements

A Statutory Declaration may be used to support an application where other formal evidence is unavailable or not reasonably obtainable (consult the Schedule of Evidence table below as some restrictions apply). A Statutory Declaration is more likely to be accepted where it:

- is consistent with any other evidence provided;
- is made soon after the disruption occurred;
- includes sufficient detail about the nature and duration of the circumstances; and
- is accompanied by any corroborating documentation available (for example, an eviction notice in the case of a housing crisis).

A Statutory Declaration obtained long after the disruption occurred or used to extend the claimed period of impact beyond what other supporting evidence covers, will be given limited weight in the assessment of the application.

Statement of Fact – Conditions and Restrictions of Use

A Statement of Fact (SoF) is a statement completed by the student describing the nature of the circumstances or event, explaining the severity, and explaining how they have been impacted in relation to their capacity to complete their assessment. It does not require completion by a medical professional or other third party.

The following conditions and restrictions apply:

- A SoF may be used for eligible event categories listed in this Schedule where the event duration is seven (7) calendar days or fewer and the general evidence requirements above are met. Where the duration exceeds seven (7) calendar days, other appropriate independent documentation will be required.
- SoF cannot be used to support an additional application for Special Consideration for the same assessment task. Formal evidence of an appropriate type (for example, medical certificate for an illness-related claim) will be required.
- A SoF may not be considered sufficient evidence where multiple separate applications are submitted citing identical or substantially similar circumstances or events, or where the SoF fails to include adequate details as required by the general evidence requirements. Supporting documentation of an appropriate nature may be required to provide independent evidence of the event and duration.
- A SoF cannot be used when applying for Special Consideration after submitting an Assessment Task or after undertaking a Final Examination or timed assessment.
- Where a student has already received a Short Extension for an Assessment Task and then seeks a further extension for the same task via Special Consideration, a SoF cannot be used and formal supporting evidence is required.
- A SoF cannot be used as evidence to support a claim of Exceptional Circumstances. Formal evidence of an appropriate type must be provided (for example, a medical certificate for an illness-related claim).
- A SoF may not be used to claim or support a period of impact that extends beyond the dates covered by any accompanying formal evidence. Where a gap exists between the disruption period claimed in the application and the period covered by the formal evidence supplied, a SoF will not be accepted to bridge that gap. The period of impact claimed in a SoF must be consistent with, and supported by, the formal evidence provided.
- A SoF alone cannot be used to support a claim that a disruption affected the student during the Event Critical Study Period where the underlying circumstances or events occurred well before that period (for example, several weeks prior to the assessment due date). In such cases, formal Evidence must be provided, specifying the dates of impact and demonstrating a continuing adverse effect on the student's capacity to prepare for, undertake, or complete an Assessment Task during the Event Critical Study Period.

SCHEDULE OF EVIDENCE

The table below lists common short-term circumstances or events and examples of appropriate supporting documentary evidence. This list is not exhaustive. Each application will be assessed on its individual merits.

SHORT-TERM CIRCUMSTANCES OR EVENTS	APPROPRIATE SUPPORTING EVIDENCE
1. **Short-term illness, injury, or medical condition**	• Medical Certificate; or • Professional Authority Form; or • a Statement of Fact.
2. **Difficult personal circumstances,** including: • sudden change in or severe disruption to domestic arrangements (e.g. eviction, homelessness, serious financial difficulties); • being a victim of crime; • accidents causing injury or trauma; • unexpected carer responsibilities; • Unexpected financial difficulties • natural disasters (e.g. fire, flood, earthquake); • domestic or family violence; • abuse (e.g. an abusive incident or leaving an abusive situation); • traumatic experience (e.g. witnessing or being the victim of a serious crime, or being involved in a serious accident); • family or relationship breakdown (e.g. divorce or separation).	• Statutory Declaration; or • Medical Certificate; or • Professional Authority Form (PAF) stating how the student was affected; or • Official letter from relevant source or authority; or • a Statement of Fact.
3. **A major or sustained technical issue**, including internet failure or ongoing connection issues beyond the student's control that prevent completion or submission of an online assessment.	• Date and time-stamped screenshot showing the issue (e.g. error messages, loading failures, device issues, speed test results, or outage maps); or • Notice from the student's electricity or internet provider; or • Notice from Macquarie University's IT systems.
4. **Death and related circumstances**	• Statutory Declaration stating the relationship to the student; or • Medical Certificate; or • Professional Authority Form (PAF) stating how this student was affected; or • Death notice or death certificate; or • a Statement of Fact.

5. **Unavoidable commitments**, including: • weddings; • funerals; • significant religious commitments; • Sorry business (Aboriginal and Torres Strait Islander mourning and funeral obligations); • unexpected work commitments that cannot be rescheduled; • unavoidable medical appointments; • court appearances or jury duty; • Representing Macquarie University at an event or competition.	• Statutory Declaration confirming attendance at a wedding accompanied by supporting documentation such as an invitation; or • Letter from religious leader or Elder; or • Letter from an employer stating why the student cannot be released from the work commitment or why the work commitment cannot be rescheduled; or • Medical certificate or letter from treating practitioner; or • Letter confirming jury duty or court attendance; or • a Statement of Fact.
6. **Short-term exacerbation of ongoing or chronic condition or illness**	• Medical Certificate; or • Professional Authority Form (PAF) supporting the exacerbation; or • a Statement of Fact
7. **Elite athletes** Students who are part of the Macquarie University Sport Scholar Program and who participate in State level (or higher) competition	Official letter from the appropriate organisational body supporting increased training commitments and/or competition. Official letter from the relevant State or national sporting body, or from the Macquarie University Sports Scholar Program, confirming the student's participation and the dates of competition or mandatory training commitments.
8. **Defence Force Reservists, State Emergency Service (SES) volunteers, volunteer firefighters, and emergency volunteers** For example, unavoidable training commitments or required to participate in their field	• Official training or deployment notice from the relevant organisation, confirming the dates and nature of the commitment and that attendance is mandatory; or • Statutory Declaration.

This Schedule should be read in conjunction with the Special Consideration Policy. In the event of any inconsistency between this Schedule and the Policy, the Policy prevails.