**Special Consideration of Assessments - Form**

Special Consideration is the process by which teachers take unforeseen circumstances into account when marking an assessment item. Unforeseen circumstances are considered to be unpredictable, unavoidable and usually temporary. See *Special Consideration for Assessment - Procedures* at [cit.edu.au](http://www.cit.edu.au/) for details of eligibility. Supporting documents as below must be supplied.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | |  | | | | STUDENT ID | | |  |
| Email |  | | | | | Phone |  | | |
| Subject for Special Consideration | | | |  | | | | | |
| Teacher’s Name | | |  | | Assessment Date | | |  | |

I wish to apply for Special Consideration on the grounds that I was/will be disadvantaged in my performance in the assessment task because of:

Illness *(medical certificate required)*

Significant personal hardship, death involving immediate family, car accident, court appearance *(evidence required)*.

**Student statement of grounds for application** *(if confidential, leave blank.)  
Documented evidence must be attached with this form when submitted.*

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*The personal information on this form is being collected in accordance with the Information Privacy Act 2014 (ACT) to enable CIT to provide appropriate support to assist you with your studies at CIT. Your personal information will not be disclosed to any third party without your written consent, but may be shared within the teaching team in your subject area to ensure the best outcome for you.  If you do not provide this information CIT may not be able to fully assess your needs. More information about how CIT manages your personal information and how to make a complaint if you feel your personal information has been mismanaged is available in the CIT Privacy Policy – Territory Privacy Principles available on the CIT website.*

Student signature Date

**Teacher/Assessor recommendation**

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| --- |
| CIT Student Support, 04/03/2016 |

Teacher/Assessor signature Date