



Special Consideration Review Form

Instructions:

Please read the [Special Consideration Application and Assessment Information for Students](#) and [Assessment Implementation Procedure](#) before completing this form to request a review for a Special Consideration application with a 'No Consideration Granted' or 'Closed' outcome.

Your review application must be lodged no later than **three working days** after receiving the application outcome. Please submit your completed review form and all supporting documentation not previously submitted with the Special Consideration application to specialconsideration@unsw.edu.au. Your review application should be submitted as a reply to your outcome e-mail, with the subject line "Review: Student Name, zID, Course Code, Term".

Review requests lodged more than three working days after receiving the application outcome must additionally be supported by documentation that demonstrates extenuating circumstances which prevented on time submission of the review request.

Only **one review request per application** will be considered by the Student Case Review team. If you are dissatisfied with a review outcome, you may lodge a student complaint in accordance with the [UNSW Complaint Management and Investigations Policy and Procedure](#).

Review forms that are missing information or are incomplete may be closed without assessment made by the Case Review Team.

Section A - Personal Information:

Student ID:

Family Name:

Given Name:

Section B - Assessment Information:

If you have already been granted an extension for this assessment through Special Consideration, Short Extension or through educational adjustments such as ELS, please **provide your revised due date** as the Date of Assessment.

Date of Lodgement refers to the date the special considerations application was submitted.

Course Code	Assessment Title	Value (%)	Date of Assessment	Date of Lodgement

If you are appealing more than 3 assessment tasks, please confirm the details of the additional assessments in the Section C.

Section C – Grounds of Review:

Please specify the reason/s your outcome should be changed:

Section D - Declaration:

	I have read and understood the requirements of the <i>Special Consideration Application and Assessment Information for Students</i> , the <i>Assessment Implementation Procedure</i> and other policy related to my review.
	The information I have provided in this application is true and correct and I have included all evidence and supporting documents available to me.
	I am aware that I am only entitled to one review per application with the Student Case Review team, and that any further review must be lodged in accordance with the <u>UNSW Complaint Management and Investigations Policy and Procedure</u> .
Student Signature:	Date:

Submit your completed form with all additional supporting documentation in to:

specialconsideration@unsw.edu.au