

Special Consideration Requests for EFS Exams

Supplementary Exams: 16 – 29 December 2008

Conditions

To be granted special consideration in a unit you must have:

- satisfactory coursework and satisfactory attendance

If you sat the final exam:

- *you may still have to sit the supplementary exam*
- your performance in the supplementary exam would replace your performance in the final exam

How to apply

You must justify your request with relevant documents, and for illness a **Professional Authority Form** is required.

Forms are on the web: www.reg.mq.edu.au/Forms/APScons.pdf

Original + 2 copies must be lodged at *Academic Program Section* within 5 working days of the exam. For exams in the last 5 days of the exam period, the latest lodgment date is *Thursday 4 December 2008*.

Original + Copy: Lodge at *APS* (Level 4 Lincoln Building)

Another Copy: Lodge in EFS box provided at *APS*

Notification

On **Friday 12 December** decisions will be posted under “Announcements” on the EFS website: www.efs.mq.edu.au with:

- ID numbers of students *approved* for a supplementary exam
- ID numbers of students *not awarded* a supplementary exam

This notice will include the *times* and *location* of exams (16 – 19 Dec).

NOTE:

It is each student’s responsibility to check the notice on the web.

Students granted a supplementary exam must be available to do this exam at the specified time. Absence at the exam may lead to failure in the unit.

Students planning to be overseas should take particular note of this.