

## APPLICATIONS FOR SPECIAL CONSIDERATION IN FIRST YEAR MATHEMATICS COURSES SEMESTER 1 2009

If you feel that your performance in, or attendance at, a final examination has been affected by illness or circumstances beyond your control, or if you missed the examination because of illness or other compelling reasons, you may apply for special consideration. Such an application **may** lead to the granting of additional assessment.

**It is essential that you take note of the following rules, which apply to applications for special consideration in all first year Mathematics courses.**

1. **Within 3 days** of the affected examination, or at least as soon as possible, you must **submit a request for special consideration to UNSW Student Central** (Lower Ground Floor, The Chancellery) **on a special form**, which is available from the Student Central. Please note that in cases of sickness both parts **A and B** of the application form must be completed and the School of Mathematics and Statistics **will not process** an application unless part B has been fully completed by an appropriate professional. In cases other than sickness, appropriate documentation must be supplied with the application.
2. **You will NOT be granted additional assessment in a course if your performance in the course** (judged by attendance, class tests, assignments and examinations) **does not meet a minimal standard**. A total mark of at least 40% on all assessment not affected by a request for special consideration will normally be regarded as the minimal standard for award of additional assessment.
3. It is **YOUR RESPONSIBILITY** to find out **FROM THE SCHOOL OF MATHEMATICS AND STATISTICS** whether you have been granted additional assessment and when and where the additional assessment examinations will be held. **Do NOT wait to receive official results from the university**, as these results are not normally available until after the Mathematics additional assessment exams have started. Information about award of additional assessment is available from the School of Mathematics and Statistics in the following ways:
  - a) A **provisional** list of results in all Mathematics courses and of grants of additional assessment will be available via the “Maths Info” link in the My eLearning module of your course by late on **Friday 3rd July**.
  - b) A **final** list of results and of grants of additional assessment will be available via the “Maths Info” link in the My eLearning module of your course by late on **Friday 10th July**.
  - c) On **Monday 13th July ONLY**, you may telephone the School Office (9385 7111) to find out whether you have been granted additional assessment and where and when it will be held. **Note that examination results will not be given over the phone.**
4. The **timetables** for the additional assessment examinations will be available on the Mathematics website at the same time as the provisional list of results.

The mid-year additional assessment examinations will be held on the days **Tuesday 14th July to Thursday 16th July**.

5. If you have two additional assessment examinations scheduled for the same time, please consult the School of Mathematics and Statistics Office as soon as possible so that special arrangements can be made.
6. You will need to produce your UNSW Student Card to gain entry to additional assessment examinations.

## IMPORTANT NOTES

- The additional assessment examination may be of a different form from the original examination and must be expected to be at least as difficult.
- If you believe that your application for special consideration has not been processed, you should immediately consult the Director of First Year Studies of the School of Mathematics and Statistics (Room 3072 Red Centre).
- If you believe that the above arrangements put you at a substantial disadvantage, you should, at the earliest possible time, send full documentation of the circumstances to the Director of First Year Studies, School of Mathematics and Statistics , University of New South Wales, Sydney, 2052.

In particular, if you suffer from a chronic or ongoing illness that has, or is likely to, put you at a serious disadvantage (or you have suffered misadventure of equivalent seriousness) then you should contact the Director of First Year Studies as soon as possible. In these circumstances it may be possible to arrange discontinuation without failure or to make special examination arrangements.

Professor A.H. Dooley

Head, School of Mathematics and Statistics