



Special Consideration and Deferred Examinations eForm Guide - Staff

Introduction

Special Consideration and Deferred Examinations are now available as eForms which contain logic, automatic workflow, full integration with University enterprise systems (including ERMS), and facilitate reporting.

A student can to apply for Special Consideration during the marking of an assessment item or to apply to sit an examination at a time other than the scheduled time and date. A student with an Education Access Plan should contact the Access and Inclusion office for advice before using the eForm.

The student must submit an application no later than three working days after the due date of the affected assessment unless serious illness or misadventure prevented them from submitting this form.

You can review the policy [here](#).

Students should not use this form if applying for an extension to an assessment task, in this instance they should apply in writing directly to your course convener.

Students are able to access eforms through ISIS.

eForm Approval

Special Consideration:

- When the student submits the eForm they will be notified to their ANU student account that the request has been received.
- The identified Course Convener will also receive an email notification in order to take the request into consideration. There is no approval required, and the student is not informed of the outcome of their applications.
- For courses that do not have a recorded Course Convener the form will send to EGAP, and EGAP will need to select the College to notify. In this case the College Student Administrator will receive a notification regarding the application, which can then be forwarded to the convener for consideration.

Deferred Examination:

- When the student submits the eform, workflow approval will be assigned to EGAP.
- EGAP can approve or decline the application (the form can also be sent back to the student requesting further information).
- The student will receive an email notification with the outcome of their application.
- The College or School will also receive an email to enable them to set the new deferred exam, and contact the student.



Data Quality

For the eForms to work as designed, the following data elements must be correctly maintained in the Student Administration System by College professional staff:

- Course Convener




Tracking and Reporting

You can track the progress of Milestone eForms throughout the approval process using Insight reporting. The tracking reports will be accessible through [ANU Insight](#).

Email reminders and escalations

When action is required on a form, an initial email is sent to the required person.

Tips for using the eForms

- There are two ways to navigate through the form. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You may also skip to a particular page in the form by clicking the page title in the navigation bar on the left of the form. 
- Compulsory fields are marked with a red asterisk: *. You must provide the required information in order to proceed.
- If a page appears green on the navigation bar, it has been successfully completed. If a page appears red on the navigation bar, there are compulsory fields on that page which have not been filled in.
- To save the form click the save icon in the top right corner. Note: you will not be prompted to save upon exit, therefore it is important to click the save button before logging out or closing the window. You will be able to access your saved unsubmitted eForm via ISIS (login as above and select update next to the saved form). 
- You may be given the opportunity to upload multiple documents to the form. You may add additional documents by clicking the + button below the question. To remove a document, select it using the checkbox and click the – button. Clicking and dragging the three bars beside the checkbox allows you to rearrange the order of your documents. 
- To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file to upload. Once the document has finished uploading, the window will close.

Support

If you need assistance please contact SBS or go to Student administration eForms support (Staff) <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support>