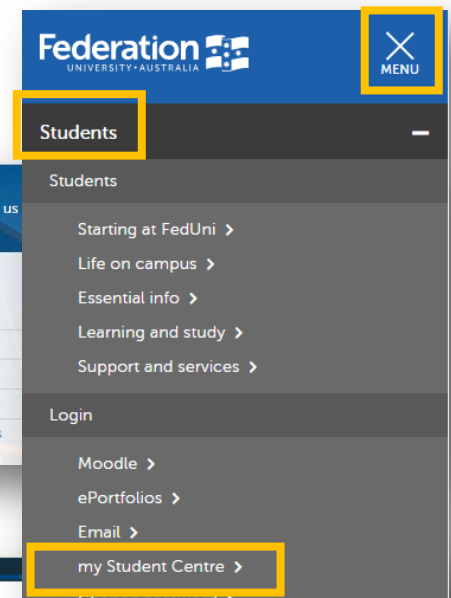
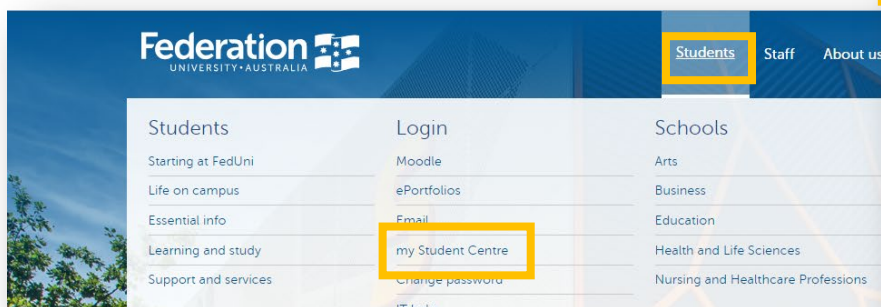


Special Consideration - General

Complete the steps below to request apply for Special Consideration – General in my Student Centre.

To begin, go to the FedUni Homepage www.federation.edu.au hover on **Students**, then click on **my Student Centre**.

On a mobile device click on the **menu**, **Students** then **my Student Centre**.

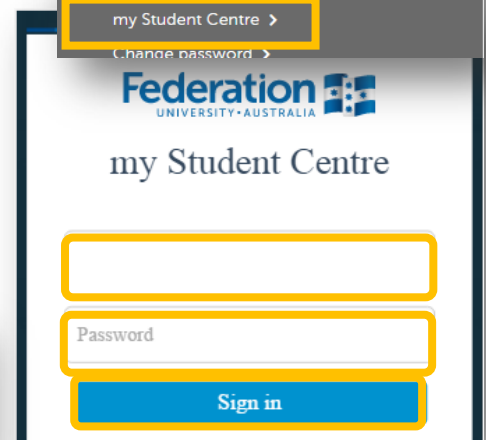
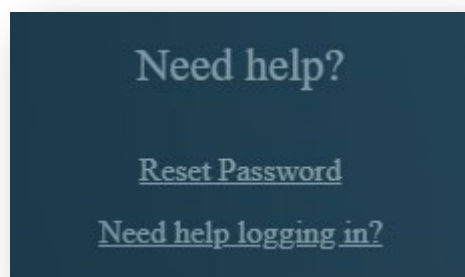


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

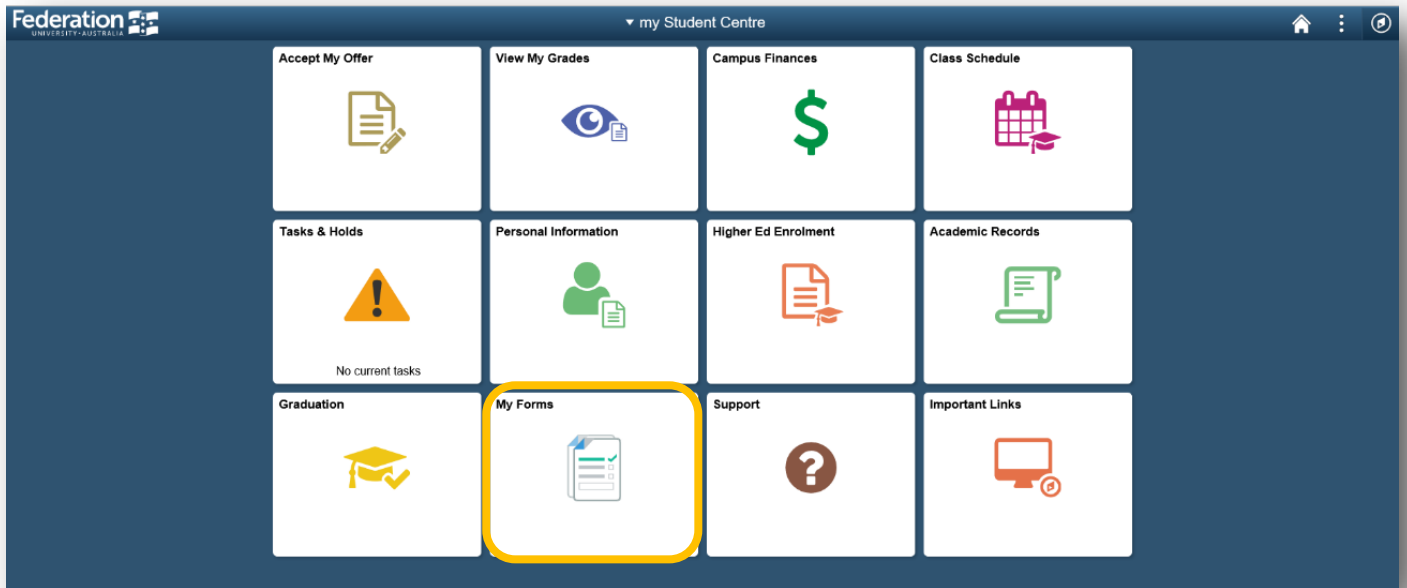
If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.



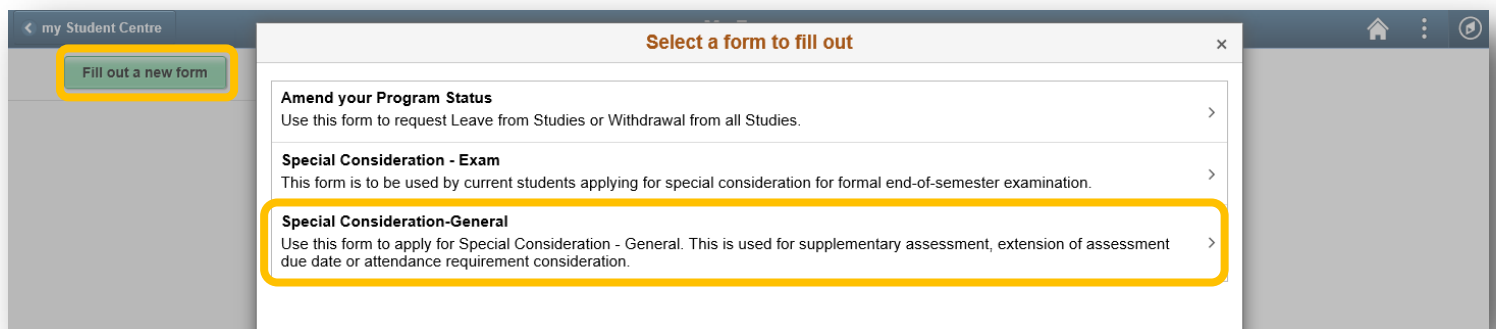
Help

If you are having issues with requesting Special Consideration or need assistance contact Student HQ on 1800 FED UNI (1800 333 864) or log an enquiry through the Federation Request and Enquiry Dashboard (FRED) at <https://fred.federation.edu.au/>

From your homepage click on the **My Forms** tile.

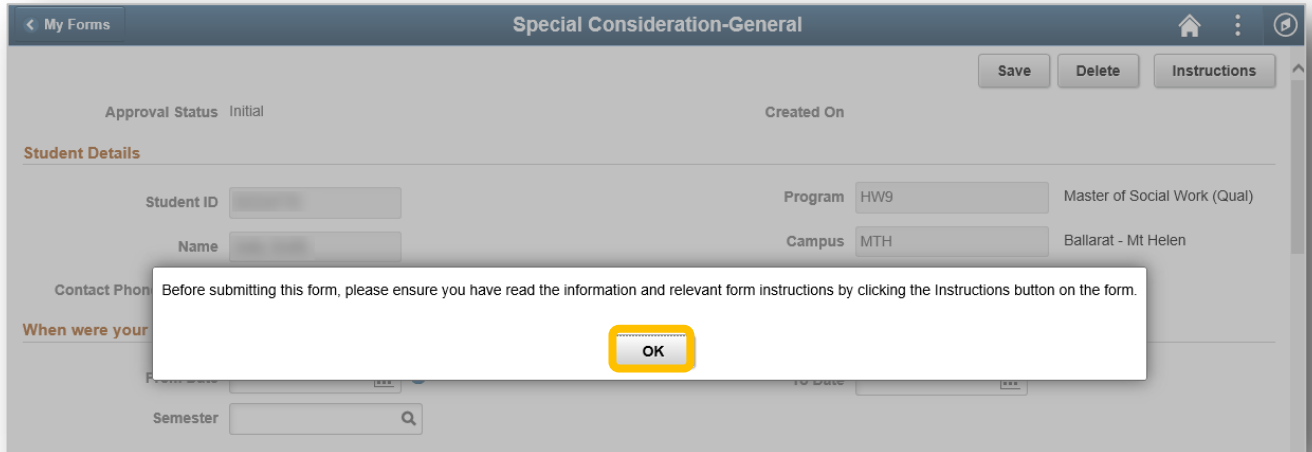


Click on the **Fill out a new form** button and select **Special Consideration-General**

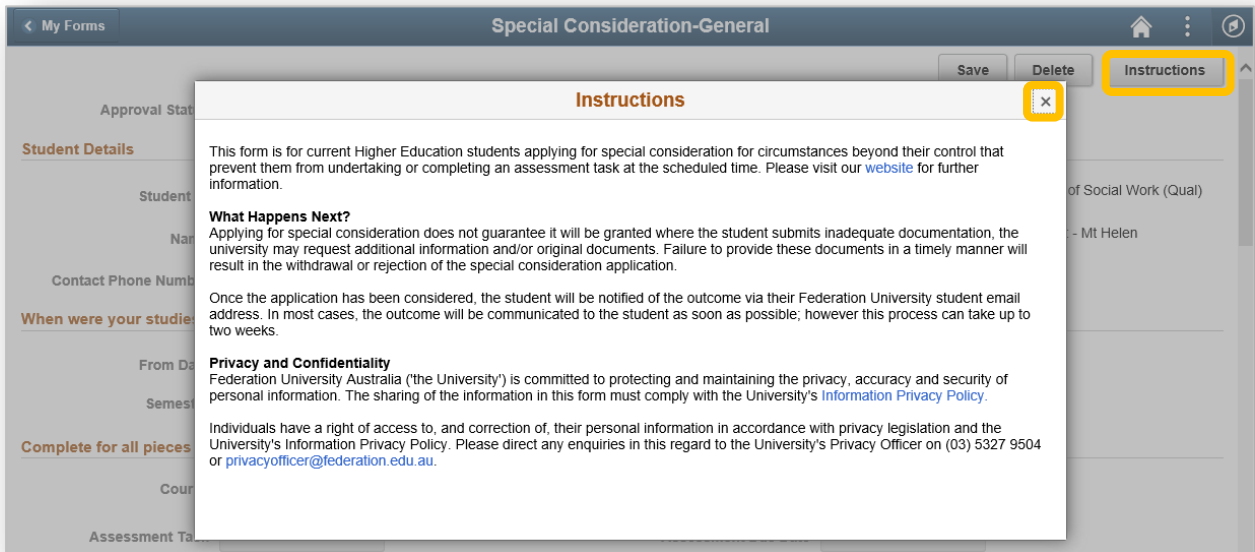


You will then be presented with a message to ensure you read the **Instructions** on the form before submitting. Press the **OK** button.

Click on the **Instructions** button to read the form instructions. Once you have read the instructions, click on the **X** button.



The screenshot shows the 'Special Consideration-General' form interface. At the top right, there are buttons for 'Save', 'Delete', and 'Instructions'. A modal message box is displayed in the center, containing the text: 'Before submitting this form, please ensure you have read the information and relevant form instructions by clicking the Instructions button on the form.' Below the text is an 'OK' button.



The screenshot shows the 'Special Consideration-General' form interface with the 'Instructions' modal open. The modal title is 'Instructions' and it contains the following text:

This form is for current Higher Education students applying for special consideration for circumstances beyond their control that prevent them from undertaking or completing an assessment task at the scheduled time. Please visit our [website](#) for further information.

What Happens Next?
Applying for special consideration does not guarantee it will be granted where the student submits inadequate documentation, the university may request additional information and/or original documents. Failure to provide these documents in a timely manner will result in the withdrawal or rejection of the special consideration application.

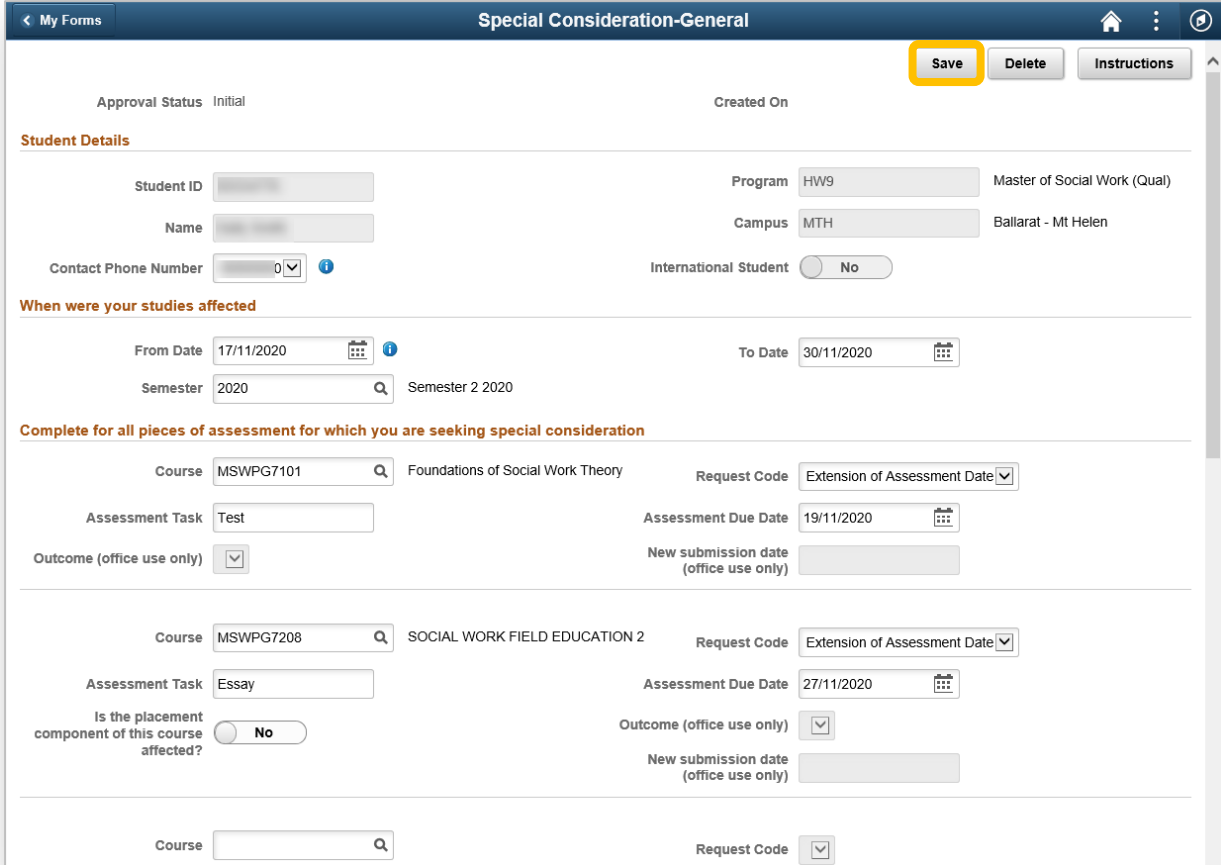
Once the application has been considered, the student will be notified of the outcome via their Federation University student email address. In most cases, the outcome will be communicated to the student as soon as possible; however this process can take up to two weeks.

Privacy and Confidentiality
Federation University Australia ('the University') is committed to protecting and maintaining the privacy, accuracy and security of personal information. The sharing of the information in this form must comply with the University's [Information Privacy Policy](#).

Individuals have a right of access to, and correction of, their personal information in accordance with privacy legislation and the University's Information Privacy Policy. Please direct any enquiries in this regard to the University's Privacy Officer on (03) 5327 9504 or privacyofficer@federation.edu.au.

The 'Instructions' button in the top right of the form is highlighted with a yellow box, and the 'X' button in the top right of the modal is also highlighted with a yellow box.

Complete all editable fields on the form and press the **Save** button before adding relevant documentation to the form.



Special Consideration-General

Approval Status: Initial Created On: []

Student Details

Student ID: [] Program: HW9 Master of Social Work (Qual)
 Name: [] Campus: MTH Ballarat - Mt Helen
 Contact Phone Number: [] International Student: No

When were your studies affected

From Date: 17/11/2020 To Date: 30/11/2020
 Semester: 2020 Semester 2 2020

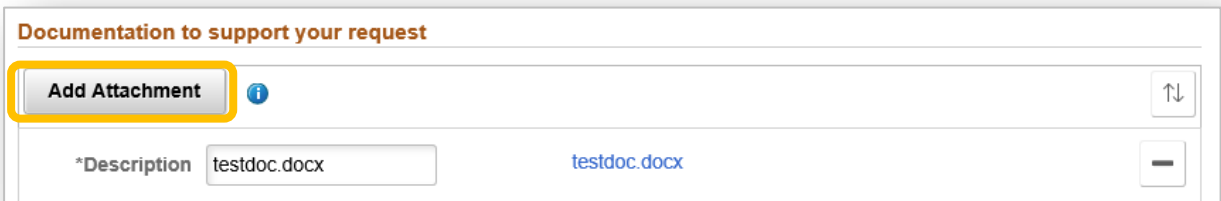
Complete for all pieces of assessment for which you are seeking special consideration

Course: MSWPG7101 Foundations of Social Work Theory Request Code: Extension of Assessment Date
 Assessment Task: Test Assessment Due Date: 19/11/2020
 Outcome (office use only): [] New submission date (office use only): []

Course: MSWPG7208 SOCIAL WORK FIELD EDUCATION 2 Request Code: Extension of Assessment Date
 Assessment Task: Essay Assessment Due Date: 27/11/2020
 Is the placement component of this course affected? No Outcome (office use only): []
 New submission date (office use only): []

Course: [] Request Code: []

Scroll down to the bottom on the form to attach relevant documentation to support your request by pressing the **Add Attachment** button.



Documentation to support your request

Add Attachment []

*Description: testdoc.docx testdoc.docx

Once you have attached your supporting documentation and your application is complete, press the **Save** and then the **Submit** button at the top of the form.

You will then be presented with the **Student Declaration**. Press the **I Agree** button.

Student Declaration ✕

I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information. I certify that to the best of my knowledge, the information supplied on this form is true and correct.

I am lodging this form no later than three university working days after the due date of assessment task(s) listed for special consideration.

I Agree

Once you have successfully submitted the form, you will no longer be able to edit any fields on the form. The status of the form is also updated to **Pending Approval**.

When you submit the form, you will also receive an email notification with a summary of your submitted application.

Once your application has been assessed you will also receive the outcome of your application via email.

You will also be able to monitor the status of your submitted forms by looking at the **Approval Status** of the appropriate form within the **My Forms Tile** in my Student Centre.

< my Student Centre
My Forms 🏠 ⋮ 🔍

Fill out a new form

*View By Status ▾

- All 2
- Approved/Finalised 1
- Pending Approval 1

Forms

Form ▾	Approval Status ▾	Created Datetime ▾	Submitted Datetime ▾	
Special Consideration-General	Finalised	22/10/20 9:21AM	22/10/2020 9:25AM	>
Special Consideration-General	Pending Approval	22/10/20 9:33AM	22/10/2020 9:33AM	>

If the Approval Status is Finalised, your application is complete, and the outcome of each assessment task will be displayed on the form.

< My Forms
Special Consideration-General

Instructions

Approval Status Finalised Created On 22/10/2020

Student Details

Student ID : <input type="text"/>	Program <input type="text" value="HW9"/>	Master of Social Work (Qual)
Name <input type="text"/>	Campus <input type="text" value="MTH"/>	Ballarat - Mt Helen
Contact Phone Number <input type="text"/> <input type="checkbox"/> i	International Student <input type="text" value="No"/>	

When were your studies affected

From Date <input type="text" value="17/11/2020"/> i	To Date <input type="text" value="30/11/2020"/>
Semester <input type="text" value="2020"/>	Semester 2 2020

Complete for all pieces of assessment for which you are seeking special consideration

Course <input type="text" value="MSWPG7101"/>	Foundations of Social Work Theory	Request Code <input type="text" value="Extension of Assessment Date"/>	
Assessment Task <input type="text" value="Test"/>	Assessment Due Date <input type="text" value="19/11/2020"/>		
Outcome (office use only) Approved	New submission date (office use only) <input type="text" value="26/11/2020"/>		

Course <input type="text" value="MSWPG7208"/>	SOCIAL WORK FIELD EDUCATION 2	Request Code <input type="text" value="Extension of Assessment Date"/>	
Assessment Task <input type="text" value="Essay"/>	Assessment Due Date <input type="text" value="27/11/2020"/>		
Is the placement component of this course affected? <input type="text" value="No"/>	Please Specify <input type="text"/>		
Outcome (office use only) Denied	New submission date (office use only) <input type="text"/>		