

# Assessment Accommodations Procedure

## Schedule 2

### Assessment Accommodation application grounds and suggested supporting documentation.

1. Assessment Accommodation can only be requested for the grounds listed in tables 1 and 2 (below).
2. An application for Assessment Accommodation must include current independent supporting evidence. The tables below list suggested forms of independent supporting evidence for each of the grounds.
3. The level of required supporting evidence for:
  - a. all Assessment Accommodations except deferral of Final Assessment – Examination will be determined by the Unit Coordinator
  - b. deferred examinations will be determined by the relevant delegated authority of the Director of Learning, Teaching and Technology.
4. Supporting evidence must be in English or officially translated and notarised.

**Table 1: Unforeseen exceptional circumstances**

Grounds where there is no warning, or the event is unplanned.

Grounds	Supporting Documentation
Illness or serious health problem or Significant personal trauma	A completed Murdoch Medical Certificate or Medical Certificate with similar information from a registered Medical Practitioner.
Unavoidable community or public service commitments (including emergency response with a recognised emergency management body such as the State Emergency Service (SES) or Bush Fire Brigades (BFB))	<i>Emergency Management body</i> - a signed and dated letter (on the organisation's letterhead) that includes <ul style="list-style-type: none"> <li>• student name</li> <li>• date/s of attendance.</li> </ul>
Being a victim of crime, including domestic violence	One or more of the following documents: <ul style="list-style-type: none"> <li>• police report</li> <li>• written verification from a registered Health Practitioner</li> <li>• statutory declaration (students located in Australia only).</li> </ul>
Exceptional family or personal circumstances which are outside of the control of the student.	<i>Recent death of family member or close friend</i> at least one of the following documents: <ul style="list-style-type: none"> <li>• written evidence of the situation such as an obituary, funeral notice, or hospital/medical certificate</li> </ul>

	<ul style="list-style-type: none"> <li>• a Death Certificate</li> <li>• Statutory Declaration (students located in Australia only) stating the relationship to the deceased and date of passing</li> <li>• written verification from a registered Health Practitioner.</li> </ul> <p><i>Unexpected primary carer responsibilities</i> At least one of the following documents:</p> <ul style="list-style-type: none"> <li>• a completed Murdoch Medical Certificate form indicating the student's primary carer responsibilities</li> <li>• a statutory declaration (students located in Australia only) indicating how primary carer responsibilities have impacted the student's ability to study accompanied by relevant supporting documents</li> <li>• written verification from a registered Health Practitioner.</li> </ul> <p><i>Natural disaster or political upheaval</i> At least one of the following documents:</p> <ul style="list-style-type: none"> <li>• a statutory declaration (students located in Australia only) and a copy of a public record such as a weather report or media coverage</li> <li>• insurance claim</li> <li>• written verification from a registered Health Practitioner.</li> </ul> <p>In extreme circumstances where it is not practicable for a student to obtain and/or supply this documentation, the student may make direct request to the Head of School.</p>
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**Table 2: Other Exceptional Circumstances**

Grounds where there is some warning of the event or the event is known ahead of time.

Grounds	Supporting Documentation
Religious	A signed and dated statement (on the organisation's letterhead) from an imam, pastor, rabbi, priest or equivalent spiritual or community leader that includes:

	<ul style="list-style-type: none"> <li>• the student's name</li> <li>• that the student is a regular attendee or participant.</li> </ul>
Aboriginal and Torres Strait Islander Cultural Grounds	<p>Aboriginal and Torres Strait Islander students obtain a written communication from:</p> <ul style="list-style-type: none"> <li>• the Manager of Kulbardi or delegate</li> <li>• an Aboriginal service provider/ incorporated body or</li> <li>• a letter from an elder/ community member sighted by the Manager of Kulbardi.</li> </ul>
Defence Forces Reserve commitments	<p>A signed and dated letter (on the organisation's letterhead) that includes:</p> <ul style="list-style-type: none"> <li>• student name</li> <li>• date/s of attendance.</li> </ul>
A cultural or sporting commitment at State, national or international representative level	<p>A signed and dated letter (on the organisation's letterhead) that includes:</p> <ul style="list-style-type: none"> <li>• student name</li> <li>• details about the event</li> <li>• details of the student's participation in the event.</li> </ul>
Unavoidable community or public service commitments (including legal commitment or planned event with a recognised emergency management body such as the SES or BFB)	<p><i>Legal Commitment</i> - a copy of the summons, subpoena, court order or notice of selection for jury duty stating:</p> <ul style="list-style-type: none"> <li>• student name</li> <li>• the reason for the commitment</li> <li>• date/s of attendance required.</li> </ul> <p><i>Emergency Management body</i> - a signed and dated letter (on the organisation's letterhead) that includes</p> <ul style="list-style-type: none"> <li>• student name</li> <li>• date/s of attendance.</li> </ul>
Wedding of sibling/ parent or student is a member of the wedding party.	<p>At least one of the following documents:</p> <ul style="list-style-type: none"> <li>• a copy of the official wedding invitation</li> <li>• proof of relationship documents (where surname of betrothed couple and student do not match)</li> </ul>

	<ul style="list-style-type: none"> <li>• flight booking details (only when wedding is interstate or overseas)</li> <li>• a Statutory Declaration (students located in Australia only) confirming the student is a member of the wedding party. To be completed by the betrothed couple.</li> </ul> <p>Deferral is eligible only for the day of the wedding. Where it is an interstate or overseas wedding a one-day travel allowance on either side of the wedding day will be considered.</p>
Employment	<p>A signed and dated letter (on the organisation's letterhead) or official email that includes</p> <ul style="list-style-type: none"> <li>• student name</li> <li>• information advising that the student is required to work on the day of exam.</li> </ul>