

## Special Consideration Medical Impact (HE) Statement

Students who have been hampered by illness or other cause which has affected their capacity to prepare, present or perform any component of an assessment can apply for special consideration. This includes examinations, presentations and performance assessments that are scheduled at specific times/dates, and extension requests beyond 10 working days.

### Section 1: Registered professional practitioner to complete

For special consideration to be considered, Melbourne Polytechnic requires this statement to be completed by a registered professional practitioner

Date of consultation:

I have consulted and examined:

Please enter student name

I have determine that he/she is suffering from:

OR

E.g. medical condition (nature of condition not required)/other cause

The student reports that he/she is suffering from:

E.g. medical condition (nature of condition not required)/other cause

Impact of the condition on the student's ability to prepare/participate/complete/attend assessment task/s

Impact	From (date)	To (date)
<input type="checkbox"/> <b>Total Incapacitation</b> The impact of the condition is extremely serious to the extent that to prepare/complete the assessment/s or sit the examination is not possible (e.g. bedridden, hospitalised, broken dominant hand, mental illness).		
<input type="checkbox"/> <b>Severe impact on the assessment task</b> The impact of the condition is serious to the extent the student is severely affected. The student cannot prepare/complete the assessment/s or sit the examination or the level of performance will be severely affected (e.g. glandular fever, trauma).		
<input type="checkbox"/> <b>Moderate impact on the assessment task</b> The impact of the condition is not severe and the student's ability to prepare/complete the assessment/s or sit the examination is moderately affected (e.g. a virus which has caused some discomfort, anxiety, depression but has not had a severe impact on the student's ability to undertake the assessment/s).		
<input type="checkbox"/> <b>Minor impact on the assessment task</b> The impact of the condition is not serious and has not had a significant impact on the student's ability to prepare/complete the assessment/s or sit the examination (e.g. common cold or headache where over-the-counter medication enables the student to complete the assessment/s).		
<input type="checkbox"/> <b>No impact on the assessment</b> The condition does not have an impact on the student's ability to prepare/complete the assessment or sit the examination (e.g. normal range of anxiety about sitting an exam or meeting deadlines).		
<input type="checkbox"/> <b>Unable to assess the impact on the assessment task</b> The impact of the condition is not able to be determined (i.e. the condition cannot be diagnosed; there is no visible/discernible condition).		

The condition is (please tick one)

Short term (days/week)  temporary (3/6 months)  ongoing

Practitioner name:

Practitioner Registration number:

Address:

Phone Number:

Professional Practitioner's stamp

## Special Consideration Medical Impact (HE) Statement

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Practitioner signature:

Date:

I approve Melbourne Polytechnic to confirm authenticity of this statement with my office.

I confirm that neither am I a family member nor do I have a close personal relationship with the student

### Section 2: Student to complete

I authorise the registered professional practitioner to release the information given on this statement and for Melbourne Polytechnic to seek further information or verification of this statement from the originating source.

Student:

Student Signature:

Date

## Guidelines for practitioners completing the Medical Impact Statement

Melbourne Polytechnic appreciates you taking the time to complete this statement. The information you provide will assist us to make a fair and reasonable decision to best support the student.

These guidelines have been provided to assist you, as a professional practitioner, to understand the purpose and use of Melbourne Polytechnic's Medical Impact Statement in the special consideration process.

The purpose of special consideration is to give a student, whose work for a particular piece of assessment has been hampered by illness or other cause from preparing/presenting or completing an assessment a further opportunity to demonstrate their ability.

## Information for Students

### 1. Use of the Medical Impact Statement

This statement is part of the application process for submitting a special consideration request on **medical grounds**. It will allow Melbourne Polytechnic to determine the appropriate outcome based on the student's medical circumstances.

If you do not provide the information requested in this statement, Melbourne Polytechnic will be unable to ascertain the relevant medical circumstances affecting your ability to complete the assessment and apply a consistent and fair process to considering your request for special consideration.

The information you provide will be made available to relevant staff to carry out their duties in accordance with Melbourne Polytechnic's privacy policy.

### 2. What is special consideration granted for?

An application for special consideration may be granted to a student on the following grounds:

- That the student's work at any time during the academic year has to a substantial degree been hampered by illness or other cause;
  - That the student has been prevented by a serious or disabling illness or other significant cause from preparing or presenting for all or part of a component of assessment; or
- That the student was to a substantial degree adversely affected by illness or other cause during the performance of a component of assessment.

Melbourne Polytechnic has a variety of supports and services available for student with a disability or long-term medical or mental health condition. A student can register with Disability Support Services to develop a Disability Support Plan and access appropriate academic support via the Learning Skills and Assessment Unit. The Counselling Service provides assistance with anxiety, stress and wellbeing support.

### 3. Your Rights

You have a right to access the information provided in this statement in accordance with the Freedom of Information Act 1982 (Vic), subject to any exceptions set out in that Act. For further information, please see Melbourne Polytechnic's privacy policy, available at [www.melbournepolytechnic.edu.au/privacy](http://www.melbournepolytechnic.edu.au/privacy)