



Guide to completing the WesternNow Special Consideration application form when applying for an extension using your Academic Reasonable Adjustment Plan

If you are a student with disability, you are required to follow the University's policies and procedures when applying for an extension on an assessment task.

The [Assessment Policy – Extension Guidelines](#) apply to all students even if extensions are included as an adjustment in your Academic Reasonable Adjustment Plan (ARAP).

Use the [Special Consideration Application Form](#) to request an extension.

Follow the steps below to complete the form if your Academic Reasonable Adjustment Plan includes extensions as a reasonable adjustment.

Step 1

Complete the Requestor Details section of the form.

Step 2


Request Details


When asked "Application Type"


Select Extension (event impact of 3 days or less)

Also tick - I declare I have read the above and am eligible for an extension request


Request Details

* Application Type 

If you have an ARAP or CVS, please select the 'Extension' option. 

Extension (event impact of 3 days or less) 

* Eligibility Confirmation 

- I confirm that the impact of the event lasted 3 consecutive days or less 
- I confirm that the circumstances were outside my control

I declare I have read the above and am eligible for an extension request

Step 3


Complete the Subject Details section of the form

Step 4

Assessment Details

When asked "Assessment Type"

Select relevant assessment type as per subject outline



Assessment Details

* Assessment type

-- None --

Search

-- None --

Annotated Bibliography

Applied Project

Case Study

Critical Review

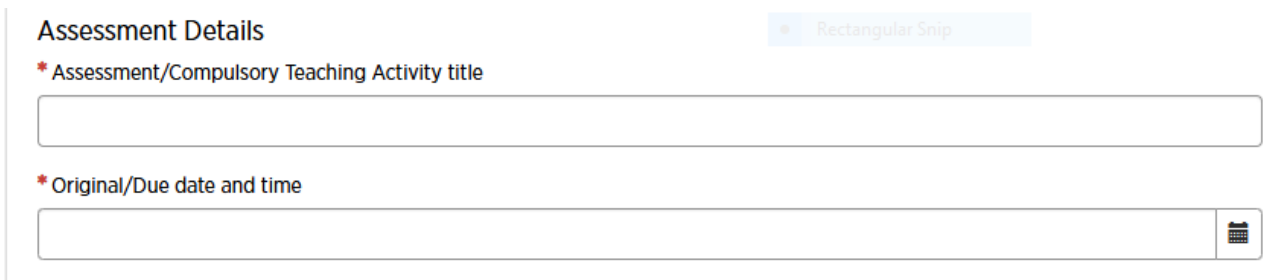
Debate

Discourse Analysis

Step 5

Assessment Details

Outline the title of your assessment, due date



Assessment Details

Rectangular Snip

* Assessment/Compulsory Teaching Activity title

* Original/Due date and time

Step 6

When asked if this is a group assessment, answer no. ARAPs can only be used for individual assessment tasks

* Is this a group assessment?

No

Step 7


Event Details


When asked "Basis of request"

Select - I have an ARAP that includes extensions as an adjustment

Event details


* Basis of Request 


If you have an ARAP or CVS, please select the 'I have an ARAP that includes extensions as an adjustment' option 

I have an ARAP that includes extensions as an adjustment 

Step 8

When asked to provide a Brief explanation of impact, type "I have an ARAP that includes extensions as an adjustment."

* Brief explanation of impact 

Please explain in your own words the impact to your ability to complete the task or activity. A sentence or two is fine. 

Step 9

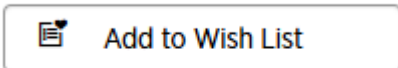
Upload your ARAP


* Upload your ARAP file below



Step 10

Select Submit

A white button with a grey border, containing a grey icon of a document with a heart and the text "Add to Wish List" in grey.

A solid red button with the word "Submit" in white text.