

Special Consideration Application (SCA) System

When to submit a SCA

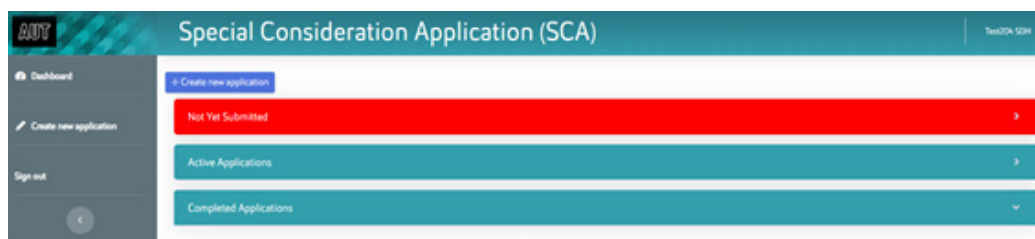
You may apply for special consideration when exceptional circumstances beyond your control including illness or injury, physical or emotional/mental wellbeing seriously affect your ability to attempt, prepare for, perform successfully during, or complete an assessment on or by the due date.

How to get to the SCA system

Click on **“Special Consideration”**.

Note – the software should function on a mobile phone, but it is not a full mobile app so the screen layouts have not been optimised for mobile.

The main SCA window

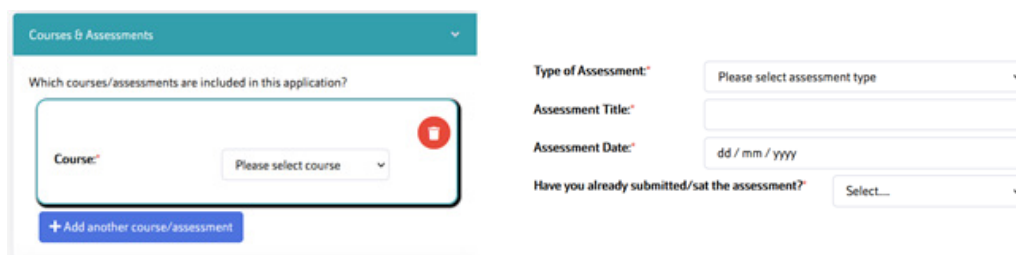


There are three sections listing your application status:

1. **Not Yet Submitted**
Any applications you have started, but not yet finished/submitted
2. **Active Applications**
Applications which are still waiting a decision
3. **Completed Applications**
The applications for which the decision has already been made

How to start a new SCA

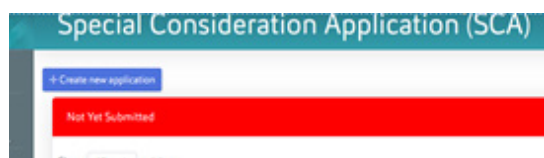
1. To submit a new SCA click on Create new application
2. On the first screen:
 - Check the **Preferred Email** address
 - Choose the most appropriate **Reason** for your application
 - Enter your **Explanation of Circumstances** (or you can enter this later)
 - Click on **NEXT**
3. To add an Assessment start by choosing the Course. Then specify the required details:



4. You can apply for more than one course or assessment on the same application by clicking on **Add another course/assessment**. This will open up another section for the additional assessment.
5. You can save your application partway by clicking **Save Draft** and come back to it later to complete it.
6. Or you can complete and submit it by clicking on **Finish & Submit**.

Finishing an unsubmitted

If you have saved your application and have not yet submitted it, it will show in the **Not Yet Submitted** list on your dashboard.



To re-open the application and finish it, click on **Edit/Continue**.

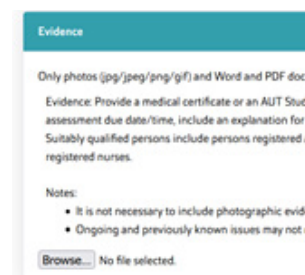
Evidence/ Documents

SCAs require that supporting evidence is uploaded to the application no later than 5 days after applying.

(Each **Reason** has its own particular requirements for evidence)

To attach evidence, click on **Browse** and select the file to upload. (The files must be Word docs, PDFs or photos)

If you are using a mobile phone you can attach a photo from the phone.



Finishing & submitting the SCA

You must click on **Finish & Submit** once you have finished preparing your application. Your application cannot be processed until you submit it.

You will be advised on the screen if you have missed any required information.

A few minutes after your application is submitted you will be sent an email acknowledgement.

Evidence doc(s) after Submission

To upload an evidence document after the application has been submitted:

- Find the application in the **Active Applications** list on your dashboard
- Click on the **Course** hyperlink
- Scroll to the bottom of the screen to the **Evidence** section and click on **Browse**
- Then click on **Save Evidence**
The document isn't attached **until** you click this button

Checking progress

You will receive an email whenever the status of your application is updated. Click on the link in the email to open your application to see which of the following fields have changed:

- Status
- Decision
- Revised Assessment Date (the field will only show once the date has been recorded)
- Comments to Student