

Extenuating Circumstances Application (ECA) eForm

Student Support Guide

Introduction

Following changes to the Student Assessment (Coursework) <u>policy</u> and <u>procedure</u> approved by Academic Board 6/2022, the current Special Consideration and Deferred Examinations (SCADE) eForm is replaced by the ECA eForm.

- For general information about ECA, please see the ECA website.

If you have an Education Access Plan, you may not need to apply; please contact the <u>Accessibility office</u> (previously known as Access and Inclusion) for further advice.

How to access the ECA eForm

To access the eForm

- Login to <u>ISIS</u> using your University ID and password.
- > From the main menu, navigate to: > ISIS > Degree Management > Manage My Degree
- > Select 'Extenuating Circumstances Application' from the list and click 'Apply' button.

Tips for using the eForm

Compulsory fields are marked with a red asterisk: *. You must provide the requested information.

> To save the form, click the save icon in the top right corner. Note: you will not be prompted to save upon exit, therefore it is important to click the save button before logging out or closing the window. You will be able to access your saved unsubmitted eForm via ISIS.



- > To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file. Once the document has finished uploading, the window will close.
- You are provided with the opportunity to upload multiple documents to the form.
 - Add additional documents by clicking the + button below the question.
 - To remove a document, select it using the checkbox and click the button. Clicking and dragging the three bars beside the checkbox allows you to rearrange the order of your documents.





Apply

> There are two ways to navigate through the form. You may step through the pages using the left and right arrows at the top-right of the page or the right arrow at the bottom of the page.

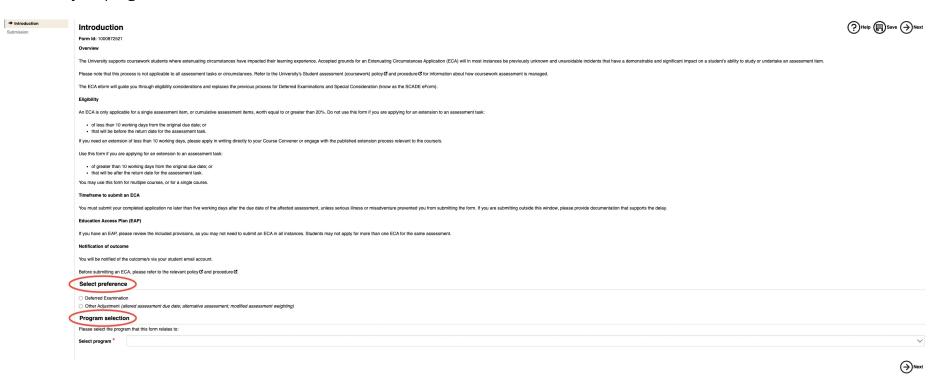




- > You may also skip to a particular page in the form by clicking the page title in the navigation bar on the left side of the form.
- > Your eForm should open in a new window. There are six pages to the form, which include the following:

Introduction

- > Select the assessment adjustment you are seeking, whether it is a deferred examination or other adjustment.
- Select your program.



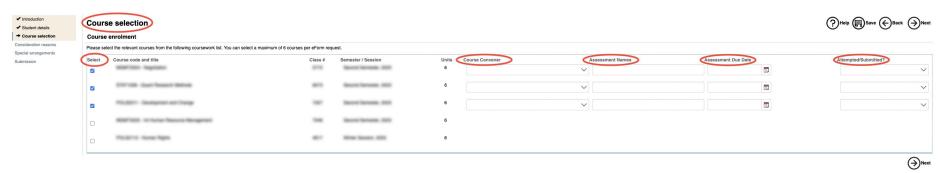
Student Details

- > Your student details are prepopulated.
- If any of the program details listed in the form are not correct, please contact your College, which can be found by visiting this ANU webpage: https://www.anu.edu.au/study/contacts

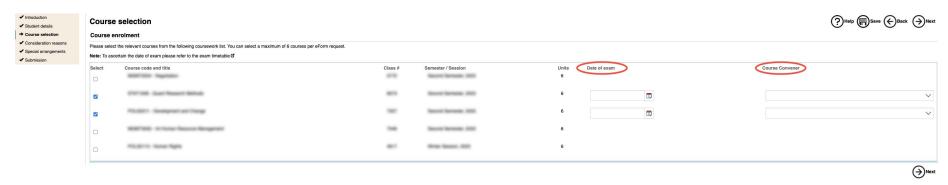


Course Selection

- > On this page, select the course/s for which you are seeking assessment adjustments. You may select up to six courses.
- > Select the Course Convener, assessment name, due date and whether the assessment has been attempted or submitted.



> Please note that if you choose to request a deferred examination, you will be directed to a different interface.



Consideration Reasons

> Select the consideration reason, upload a personal statement and add all relevant supporting documentation you wish to be considered. Medical, Elite, and Disaster consideration reasons require supporting documentation, and the section will be marked with a red asterisk: *.



Special Arrangements

- > This section is if you have an Education Access Plan established with the Office of Accessibility (formerly Access and Inclusion).
- > Upload the Education Access Plan Agreement by clicking the 'upload new' button.



Submission

> Tick the student declaration and submit the form.



> Once submitted, you will see the below confirmation on the screen.



Your Extenuating Circumstances Application has been submitted successfully. You will receive responses of the outcome(s) via your ANU student email.

What happens after submission of the eForm?

Once you have completed the ECA eForm it directs automatically to the Examinations Office, who <u>approve</u> or <u>deny</u> the application or ask you for further information.

Where an approved outcome requires an adjustment other than a deferred examination, the eForm progresses to the relevant College Associate Dean Education (ADE) or delegate, who considers and determines the appropriate adjustment that is applied to approved applications.

- Under the new process, Course Conveners may be notified as part of the outcome email that is sent to students.

If your application is declined, you will be notified by email indicating why your application was not approved and your appeal rights.

If you have any questions about the processing of the ECA eForm please contact <u>examinations.officer@anu.edu.au</u> or phone +61 2 6125 3236.

