



Australian
National
University

Extenuating Circumstances Application (ECA) eForm

Student Support Guide

Introduction

Following changes to the Student Assessment (Coursework) [policy](#) and [procedure](#) 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 [Accessibility office](#) (previously known as Access and Inclusion) for further advice.

How to access the ECA eForm

To access the eForm

- Login to [ISIS](#) 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.



Introduction
Submission

Introduction

Form Id: 1000872521

Overview

The University supports coursework students where extenuating circumstances have impacted their learning experience. Accepted grounds for an Extenuating Circumstances Application (ECA) will in most instances be previously unknown and unavoidable incidents that have a demonstrable and significant impact on a student's ability to study or undertake an assessment item. Please note that this process is not applicable to all assessment tasks or circumstances. Refer to the University's Student assessment (coursework) policy and procedure for information about how coursework assessment is managed.

The ECA eForm will guide you through eligibility considerations and replaces the previous process for Deferred Examinations and Special Consideration (know as the SCADE eForm).

Eligibility

An ECA is only applicable for a single assessment item, or cumulative assessment items, worth equal to or greater than 20%. Do not use this form if you are applying for an extension to an assessment task:

- of less than 10 working days from the original due date; or
- that will be before the return date for the assessment task.

If you need an extension of less than 10 working days, please apply in writing directly to your Course Convener or engage with the published extension process relevant to the course/s.

Use this form if you are applying for an extension to an assessment task:

- of greater than 10 working days from the original due date; or
- that will be after the return date for the assessment task.

You may use this form for multiple courses, or for a single course.

Timeframe to submit an ECA

You must submit your completed application no later than five working days after the due date of the affected assessment, unless serious illness or misadventure prevented you from submitting the form. If you are submitting outside this window, please provide documentation that supports the delay.

Education Access Plan (EAP)

If you have an EAP, please review the included provisions, as you may not need to submit an ECA in all instances. Students may not apply for more than one ECA for the same assessment.

Notification of outcome

You will be notified of the outcome/s via your student email account.

Before submitting an ECA, please refer to the relevant policy and procedure.

Select preference

- Deferred Examination
- Other Adjustment (altered assessment due date; alternative assessment; modified assessment weighting)

Program selection

Please select the program that this form relates to:

Select 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>

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Student details
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Consideration reasons
Special arrangements
Submission

Student details

Details

Name [Redacted]

Candidature details

Program [Redacted] College / School [Redacted]
Enrolment type [Redacted] Program commenced [Redacted]
Status [Redacted] Academic load [Redacted]

If any of the program details listed above are incorrect, please contact your Local Student Office which can be found by visiting this ANU webpage: <https://www.anu.edu.au/study/contacts>

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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.

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Course selection

Course enrolment

Please select the relevant courses from the following coursework list. You can select a maximum of 6 courses per eForm request.

Select	Course code and title	Class #	Semester / Session	Units	Course Convener	Assessment Names	Assessment Due Date	Attempted/Submitted?
<input checked="" type="checkbox"/>	ANU1000 - Introduction	1000	Second Semester 2023	6	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	ANU1001 - Social Psychology	1001	Second Semester 2023	6	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	ANU1002 - Development and Change	1002	Second Semester 2023	6	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	ANU1003 - Introduction to Business Management	1003	Second Semester 2023	6	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	ANU1004 - Business Rights	1004	Second Semester 2023	6	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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

Course selection

Course enrolment

Please select the relevant courses from the following coursework list. You can select a maximum of 6 courses per eForm request.

Note: To ascertain the date of exam please refer to the exam timetable

Select	Course code and title	Class #	Semester / Session	Units	Date of exam	Course Convener
<input type="checkbox"/>	2027/2028 - Hospitality	2028	Second Semester 2028	6		
<input checked="" type="checkbox"/>	2027/2028 - Sport/Recreation Studies	2028	Second Semester 2028	6	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	2027/2028 - Development and Change	2028	Second Semester 2028	6	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2027/2028 - Business Resource Management	2028	Second Semester 2028	6		
<input type="checkbox"/>	2027/2028 - Business Rights	2028	First Semester 2028	6		

Next

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: *

Consideration reasons

Reason for application

- Medical
- Hardship
- Compassionate
- Elite (Sports and Performer Event)
- Duties
- Disaster
- Indigenous Cultural Duties

Personal statement

Documents uploaded must be in English. If the documentation is in a foreign language, it must be translated into English by an official translator. Both the foreign language version and the English language version must be uploaded. Additional information on document certification and translation can be found here

Personal statement *

Supporting documentation

Supporting documentation

Additional document upload slots can be added by clicking the + button.

Next

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.

Special arrangements

An Education Access Plan (EAP) is a plan of reasonable recommended adjustments sent to the Colleges by the office of Access & Inclusion for students with disability to ensure they are not disadvantaged in their studies.

Do you have an Education Access Plan with Access and Inclusion?

Yes
 No

Please select the course(s) for which you have an Education Access Plan.

Select	Course code and title
<input type="checkbox"/>	

Education Access Plan Agreement

If you have an EAP, you must upload the agreement as a supporting document.

Education Access Plan Agreement

Do you have Special Examination Arrangements?

Yes
 No

Please select the course(s) for which you have Special Examination Arrangements.

Select	Course code and title
<input type="checkbox"/>	

Submission

- Tick the student declaration and submit the form.

Submission

Personal Information - Protecting your privacy

ANU recognises that privacy is very important. The way we collect, use, disclose, secure, store and dispose of personal information is governed by our compliance with, and obligations as an 'agency' under the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs). Visit the website (<https://www.anu.edu.au/privacy>) for more information on the University's Privacy Policy.

ANU requires your personal information to administer your enrolment and action your request. If you do not provide us with the personal information requested in this form we will not be able to process your request. Please note all the information accessed and collected in this eForm is strictly confidential. This is ensured through the various checks in the eForm. If you have any questions or concerns, please contact the ANU Privacy Officer at privacy@anu.edu.au.

Student Declaration

I confirm that I have read the above declaration and agree with its content.

➤ 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 approve or deny 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 examinations.officer@anu.edu.au or phone +61 2 6125 3236.

Last Updated 24 July 2023