GUIDELINES AND PROCEDURES RELATING TO APPLICATION FOR SUPPLEMENTARY ASSESSMENT ON MEDICAL GROUNDS

GUIDELINES

1. The University’s policy and procedures make provision for supplementary assessment on medical grounds because a student’s results should not be adversely affected by medical circumstances.

2. The policy relating to supplementary assessment in each subject can be obtained from the Department, School or Faculty concerned.

3. An application for supplementary assessment must be made using The University of Adelaide forms CS/Med/99A, CS/Med/99B1 and CS/Med/99B2. The medical certificate must be completed by medical or dental practitioners registered in Australia, and must relate to a visit to the practitioner no later than the day of the examination or assessment.

4. An offer of supplementary assessment on medical grounds is discretionary. Presentation of medical certificates does not entitle students to supplementary assessment, but only to be considered for supplementary assessment. As a general rule, the University does not consider minor ailments such as colds and minor respiratory infections as grounds for being certified unfit to sit an exam. Heads of Department or School, in consultation with examiners, have authority and are responsible for making decisions on application for supplementary assessment on medical grounds on the basis of the information provided to them on the University of Adelaide medical certificates.

5. Students are encouraged to sit the primary examination unless certified as medically unfit to sit, as a medical supplementary assessment is not automatically offered.

PROCEDURE

1. Students are advised to make copies of the Medical Certificates forms CS/Med/99A, CS/Med/99B1 and CS/Med/99B2 in case they are required. Only the original completed by the Practitioner, or a certified copy, will be acceptable. Copies of the Medical Certificate are available from Wirringa Health Service, Departments, Schools and Faculty Offices, the Student Centre, and on the web at <http://www.adelaide.edu.au/studentadmin/exams.htm>

2. Complete form CS/Med/99A of the Medical Certificate, or arrange for it to be completed on your behalf. Put the name of the Faculty or School to which you will submit form CS/Med/99A in the space provided on forms CS/Med/99B1 and CS/Med/99B2.

3. Take the Medical Certificate when you visit your doctor or dentist. Ask the practitioner to complete forms CS/Med/99B1 and CS/Med/99B2 of the certificate in your presence, and to forward it direct to the Office of the Faculty or School named on the form.

4. Forward form CS/Med/99A to the Office of the Faculty or School in which you are enrolled so as to arrive no later than 7 days after the primary examination.

Staff from the Faculty or School Office will forward copies of the relevant section of the medical certificate to the appropriate Board of Examiners, Department Academic Staff or Head.