Use this form if you require an equitable assessment arrangement in relation to future non-medical circumstances such as:

- elite sporting commitments
- commitments specific to your culture or religion
- unavoidable employment commitments.

Do not use this form if you are seeking an equitable assessment arrangement for a disability or ongoing health condition. In that case, use the *Application for equitable assessment arrangement – medical* form, available from the student forms web page at [www.rmit.edu.au/students/forms](http://www.rmit.edu.au/students/forms).

An equitable assessment arrangement (EAA) is a proactive plan for students who require adjustment or alteration to the standard conditions or format of an assessment due to disability, ongoing health condition or circumstances beyond their control. Equitable assessment arrangements aim to lessen the impact of a disability or inability to participate in a standard assessment activity when the assessment conditions proposed in the relevant course guide are applied. An EAA is an adjustment or alteration to the standard conditions or format of a formal assessment task/s. It does not represent a weakening or lowering of the academic standard being assessed and it will not remove the inherent requirements of a course.

There is no guarantee that the University will be able to provide eligible students with a full range of options. However the University will provide reasonable adjustments as appropriate to individual requirements subject to time frame and resource constraints.

Is your application suitable for an EAA or for special consideration?

Special consideration is a reactive process designed to provide compensation for unexpected illness or hardship on the date of the assessment. See [www.rmit.edu.au/students/specialconsideration](http://www.rmit.edu.au/students/specialconsideration) for more information.

Equitable assessment arrangements are planned, proactive arrangements to ensure an equitable assessment environment. See [www.rmit.edu.au/students/equitableassessment](http://www.rmit.edu.au/students/equitableassessment) for additional information.

<table>
<thead>
<tr>
<th>Equitable assessment arrangement</th>
<th>Special consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ I will need adjustments for my upcoming assessments.</td>
<td>□ My circumstance is a one-off occurrence.</td>
</tr>
<tr>
<td>□ My future commitment(s) are of a type listed above.</td>
<td>□ The circumstance was unexpected.</td>
</tr>
<tr>
<td>□ Other (please specify) _____________________</td>
<td>□ The assessment date has passed.</td>
</tr>
<tr>
<td></td>
<td>□ Other (please specify) ___________________</td>
</tr>
</tbody>
</table>

Answers to other questions can be found at [www.rmit.edu.au/askrmit](http://www.rmit.edu.au/askrmit).
Instructions

1. Read the equitable assessment arrangement policies and procedure at www.rmit.edu.au/policies.
2. Nominate courses and assessments for which you are seeking equitable assessment arrangements (Section A).
3. Nominate the nature of the equitable assessment arrangements (EAA) sought (Section A).
4. Supporting documentation (Section B). An application for equitable assessment arrangement must be accompanied by appropriate independent substantiating documentation, and preferably a comprehensive statement provided on formal letterhead or the impact assessment statement on page 5 of this form. It must provide a detailed assessment of the circumstance and why this will prevent you from attaining/completing assessment task/s.
   Separate certificates/statements signed by family members/friends are not sufficient: you must provide a formal letter or an impact assessment statement completed by an appropriate person as follows:
   • religious/cultural reasons: either a letter of support on formal letterhead or the impact assessment statement must be completed and signed by your religious or cultural leader
   • other circumstance: e.g. elite sporting activity, deployment on duty as member of defence force, unavoidable employment commitment. The impact assessment statement must be signed by a relevant person. Elite athletes will also require a letter on formal letterhead from their club manager stating that they are selected for the competition that impacts the assessment, flight arrangements, etc. Employment circumstances require a letter on formal letterhead from your employer as well as relevant information – itineraries, flight arrangements, conference registrations, etc.
5. Sign and date the student declaration (Section C).
6. Lodge the completed form with all supporting documentation at least four weeks prior to the scheduled assessment/s. (Where a student submits an application later than four weeks before an assessment date, there is no guarantee that equitable arrangements can be organised in time.)
   Note: no retrospective applications are permissible.

   The application may be lodged as follows:
   — at the Hub (or local Student Services Bureau)
   — via email to equitable.assessment@rmit.edu.au.

   Please retain a copy of your application including supporting documentation.

   Note: You will be notified of the outcome of your application via your RMIT student email account only. It is your responsibility to check your RMIT email account regularly and to ensure that it is able to receive mail.

Limitations

• No retrospective applications are possible.
• An equitable assessment arrangement does not cover class attendance requirements within a course as attendance is not an assessment task.
• The equitable assessment arrangement process and the special consideration process cannot provide grading consideration in relation to any assessment.
Section A: Courses for which equitable assessment arrangement is sought

### COURSE 1

<table>
<thead>
<tr>
<th>Course code</th>
<th>Catalogue number</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example:

<table>
<thead>
<tr>
<th>M</th>
<th>A</th>
<th>T</th>
<th>H</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Introduction to mathematics</td>
</tr>
</tbody>
</table>

Complete ONE of the following:

**(a) Examinations or tests only:**

- **Date of exam/test:** ___ / ___ / 20___
- **Weight of assessment:** ________ %

Is the assessment a formal exam or a test: (tick one)

- exam
- test

Requested adjustment: (tick one)

- deferred assessment (i.e. will NOT sit on above date)
- other reasonable adjustment

**OR**

**(b) Other assessment type:**

- **Due date of assessment:** ___ / ___ / 20___
- **Assessment type:**
  - assignment
  - presentation
  - online
  - lab
  - practical
  - other (please specify):
    - ____________________________
    - ____________________________

Is the work currently in progress?

- Yes
- No

Weight of assessment: ________ %

Requested adjustment: (tick one)

- extension of time – proposed due date: ___ / ___ / 20___ (more than 7 calendar days from the original due date)
- deferred assessment
- alternative assessment

Is the assessment (tick one)

- individual?
- group work?

### COURSE 2

<table>
<thead>
<tr>
<th>Course code</th>
<th>Catalogue number</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example:

<table>
<thead>
<tr>
<th>M</th>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Introduction to mathematics</td>
</tr>
</tbody>
</table>

Complete ONE of the following:

**(a) Examinations or tests only:**

- **Date of exam/test:** ___ / ___ / 20___
- **Weight of assessment:** ________ %

Is the assessment a formal exam or a test: (tick one)

- exam
- test

Requested adjustment: (tick one)

- deferred assessment (i.e. will NOT sit on above date)
- other reasonable adjustment

**OR**

**(b) Other assessment type:**

- **Due date of assessment:** ___ / ___ / 20___
- **Assessment type:**
  - assignment
  - presentation
  - online
  - lab
  - practical
  - other (please specify):
    - ____________________________
    - ____________________________

Is the work currently in progress?

- Yes
- No

Weight of assessment: ________ %

Requested adjustment: (tick one)

- extension of time – proposed due date: ___ / ___ / 20___ (more than 7 calendar days from the original due date)
- deferred assessment
- alternative assessment

Is the assessment (tick one)

- individual?
- group work?
### COURSE 3

<table>
<thead>
<tr>
<th>Course code</th>
<th>Catalogue number</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example:
- M A T H 1 2 3 4 C Introduction to mathematics

**Complete ONE of the following:**

**(a) Examinations or tests only:**

Date of exam/test: ___ / ___ / 20 ___

Is the assessment a formal exam or a test: (tick one)
- exam
- test

Weight of assessment: ____________ %

(i.e. how much does this exam or test count towards your overall grade for this course?)

Please note that grading consideration is not an available outcome of an equitable assessment arrangement

Requested adjustment: (tick one)
- deferred assessment (i.e. will NOT sit on above date)
- other reasonable adjustment

**OR**

**(b) Other assessment type:**

Due date of assessment: ___ / ___ / 20 ___

Assessment type:
- assignment
- presentation
- online
- lab
- practical
- other (please specify): ____________________
  ____________________

Is the work currently in progress?
- Yes
- No

Weight of assessment: ____________ %

(i.e. how much does this assessment count towards your overall grade for this course?)

Requested adjustment: (tick one)
- extension of time – proposed due date: ___ / ___ / 20 ___
  (more than 7 calendar days from the original due date)
- deferred assessment
- alternative assessment

Is the assessment (tick one)
- individual?
- group work?

### COURSE 4

<table>
<thead>
<tr>
<th>Course code</th>
<th>Catalogue number</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example:
- M A T H 1 2 3 4 C Introduction to mathematics

**Complete ONE of the following:**

**(a) Examinations or tests only:**

Date of exam/test: ___ / ___ / 20 ___

Is the assessment a formal exam or a test: (tick one)
- exam
- test

Weight of assessment: ____________ %

(i.e. how much does this exam or test count towards your overall grade for this course?)

Please note that grading consideration is not an available outcome of an equitable assessment arrangement

Requested adjustment: (tick one)
- deferred assessment (i.e. will NOT sit on above date)
- other reasonable adjustment

**OR**

**(b) Other assessment type:**

Due date of assessment: ___ / ___ / 20 ___

Assessment type:
- assignment
- presentation
- online
- lab
- practical
- other (please specify): ____________________
  ____________________

Is the work currently in progress?
- Yes
- No

Weight of assessment: ____________ %

(i.e. how much does this assessment count towards your overall grade for this course?)

Requested adjustment: (tick one)
- extension of time – proposed due date: ___ / ___ / 20 ___
  (more than 7 calendar days from the original due date)
- deferred assessment
- alternative assessment

Is the assessment (tick one)
- individual?
- group work?
**Section B: Impact assessment statement**

RMIT University requires information regarding the details of your situation and its impact upon your academic access to assessment task/s. Information must be provided by an appropriate independent individual and should be recorded in the space provided below or as a detailed statement on formal letterhead.

### Student authority for provision of information (must be completed by student)

<table>
<thead>
<tr>
<th>Student name:</th>
<th>Student no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, the above named student, hereby authorise to supply the information below and/or that contained in any attachments.</td>
<td></td>
</tr>
<tr>
<td>Student signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### To be completed by relevant independent individual in support of application

Please provide a detailed description of the circumstance and the impact the circumstance has in reference to the student's capacity to complete an assessment task. The more information you can provide to the University, the easier it is for the University to assist the student. Further information may be attached.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>(please print)</td>
</tr>
<tr>
<td>Suburb:</td>
<td>State:</td>
</tr>
<tr>
<td>Contact number/email:</td>
<td></td>
</tr>
<tr>
<td>Details of impacting situation:</td>
<td></td>
</tr>
<tr>
<td>Please indicate which category the situation best fits into:</td>
<td>cultural</td>
</tr>
<tr>
<td>How does the situation impact on the student's assessment task or study, e.g. inability to attend the University on sacred days, mandatory attendance at elite sporting events/training camps? Further information may be attached.</td>
<td></td>
</tr>
<tr>
<td>Do you have any other comments or suggestions that may assist with determining support, e.g. avoid scheduling exams at particular times or on particular days of the week?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of signatory:</td>
<td>(please print)</td>
</tr>
</tbody>
</table>
Section C: Student declaration

Australian onshore students
I have previously had an equitable assessment arrangement in place:

☐ No  ☐ Yes – I understand that my previous EAA applications may be reviewed as part of this application.

I have previously submitted an application for special consideration containing information relevant to this application:

☐ No  ☐ Yes

Application number: ____________________________________________

Application number must be provided for this to be included

All students
I confirm that relevant evidence in support of my equitable assessment arrangement application is attached.

I declare that the information provided by me is true and correct in every detail. I acknowledge that RMIT University reserves the right to confirm the information provided and may vary or reverse any decision regarding equitable assessment arrangement on the basis of incorrect, incomplete or misleading information.

I hereby give consent for the University to contact any person or organisation named in my supporting documentation to confirm/clarify the information provided. I also authorise these persons/organisations to provide RMIT University with information relevant to my request for an equitable assessment arrangement. I understand that I may be asked to provide a more specific consent to disclosure of the information should this be required by the University.

I understand that my student email inbox must be able to receive incoming email, i.e. maximum storage limits have not been reached.

I understand that incomplete, unsupported applications cannot be considered by the University and that provision of false or misleading information is grounds for disciplinary action.

Signature: ____________________________________________  Date: ____________________________