

This form is to be completed by candidates applying for special consideration for examinations on medical grounds, compassionate and/or hardship or trauma.

You must:

- not have attended the exam or
- became unwell during your exam (and did not complete the exam) or
- have had significant technical difficulties during the exam that prevented you from completing the exam.

HEPCO Pty Ltd trading as The Tax Institute Higher Education. ABN 30 642 863 787.

Special Consideration | WD

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Application process

Applications for special consideration must be submitted on this form via email to taxeducation@taxinstitute.com.au. Before applying, please ensure you read and understand the guidance in this form for the type of application you are submitting plus the evidence requirements set out in the [Assessment Policy Section 6.3.1](#).

Applications for a special consideration are considered on a case-by-case basis, taking into account evidence submitted, as well as the candidate's performance and progress in their studies with TTIHE. These applications are considered by the Academic Board.

The Tax Institute Higher Education makes a clear distinction between ongoing illnesses or difficulties that impede preparation for assessments, and short-term illnesses or events that prevent a well-prepared candidate from sitting an exam or adversely affect their exam performance.

Candidates affected by ongoing illnesses or difficulties should consult the guidance on reasonable adjustments in the [Candidate Handbook](#) to understand the measures The Tax Institute Higher Education can take to provide access to education on an equal basis for all candidates.

Illness prior to exam week

Please refer to the Late deferment process.

Application Criteria

The guidance in this form should be read alongside the Assessment Policy found in the [Candidate Handbook](#) and the Policies page and at taxinstitute.instructure.com/courses/635 on Canvas.

Something unexpected happens during the exam week
(either before or during your exam).

Apply for **Special consideration**
✓ No fee

Apply within **72 hours after the exam**
(however, note the requirements in [6.11 and 6.31 of the Assessment Policy](#)).

By sitting or accessing an online assessment (e.g. final exam, module quiz or viva voce) on the scheduled assessment date, then you are declaring that you are fit to do so. Special consideration applications will not be accepted if you sat or accessed an assessment task on the published assessment date.

You are responsible for deciding in advance of an assessment start time whether you are unwell or facing significant circumstances which will impact their performance in the assessment. If you become unwell or have other exceptional circumstances that stop you completing your assessment task (ie exam) you can apply for Special Consideration but you need to let TTIHE know when you stop.

Special Consideration requests will be accepted only in cases where a candidate:

- Becomes unwell during the exam,
- Encounters significant technical difficulties, or
- Experiences an unexpected event beyond their control, resulting in an impact of two or more consecutive days during the exam week.

Eligibility for special consideration

Special Consideration may be granted to a candidate where:

- The adverse impact on study arose or became known to the candidate during the publicised exam week which resulted in a period of impact of 2 or more consecutive days prior to the candidate's exam and/or
- Prevented the candidate's ability to complete the final exam or submit module quizzes on a specific date.

Applicants must provide evidence of the adversity on their studies and how it adversely affected their performance in the assessment.

The application for special consideration is lodged no more than 72 hours after the assessment (however, note the requirements in [6.1.1 and 6.3.1](#)).

There are generally four categories of event that may be eligible for special consideration that occur during exam week:

- Medical
- Compassionate
- Hardship or trauma or
- Other (technical issues or an unexpected event).

Candidates must supply the appropriate evidence as outlined in [Section 6.3.1 of the Assessment Policy](#) to be eligible for Special Consideration.

Application deadline

Timely application is important as late applications will not be accepted. Applications for special consideration must be lodged as soon as is practicable following the event but no later than 72 hours after the exam. This provides you with a fair opportunity to gather the required evidence and complete the application process. (However, note the requirements in [6.1.1 and 6.3.1](#)).

After your application for special consideration has been received, it will be considered by the Academic Board. The outcome will be communicated to you via email.

Examples

<i>"I have been unwell for most of the study period. My condition has affected my ability to study effectively throughout the study period."</i>	If your medical condition arose more than two weeks before the exam, you should consider subject deferral to a later study period. You will not be eligible for late deferral or special consideration. You should contact the Education team about withdrawing from the subject.
<i>"I am the primary carer for a family member. They fell ill the day before the exam, and I had to take them to the hospital. I attended my exam, but my preparation was interrupted by my carer responsibilities."</i>	As you attended the exam, you considered yourself 'fit to sit' the exam, so you are not eligible to apply for special consideration.
<i>"We moved house the week before the exam, so I was unable to study effectively."</i>	If the move was planned or known to you in advance, it is not an 'event beyond your control'. You will not be eligible for special consideration.
<i>"My house was flooded two days before the exam, so I spent those days moving my belongings and dealing with our insurer. I did not sit the exam"</i>	You may be eligible for special consideration as the time impacted was two days during the exam week and prior to your exam.
<i>"I have had problems at work in the weeks leading up to the exam. I have been distracted and stressed, which has affected my exam preparation."</i>	Work-related stress will not generally be grounds for special consideration – you should consider work-related obligations when deciding on an appropriate level of work and study for you to undertake. Where the work-related stress involves an adverse event beyond your control, supported by evidence, during the week of the exam, you should use this form to provide notice to The Tax Institute Higher Education. You may be eligible for special consideration.
<i>"I was unable to complete the exam due to a medical condition or a technical issue."</i>	You may be eligible for Special Consideration if you stop working on the exam and notify The Tax Institute Higher Education as soon as you can. You must provide a medical certificate (for medical reasons) and the necessary screen shots for technical issues. Both should be dated within 24 hours of the examination.
<i>"I completed the exam but had technical issues throughout."</i>	You may be eligible for Special Consideration if you notify The Tax Institute Higher Education as soon as the issues commence. You must provide the necessary screen shots in your application for Special Consideration.
<i>"I completed the exam but I was unwell during the exam."</i>	As you attended and completed the exam, you considered yourself 'fit to sit' the exam, so you are not eligible to apply for special consideration.

1 Reason for application

You were unable complete your assessment due to the following circumstances:

- an unexpected event occurred that is beyond the candidate's control;
- this caused a substantial disturbance to the candidate's academic work;
- this could not have reasonably been anticipated, avoided or guarded against by the candidate; and either:
 - Occurred during the publicised exam week and resulted in a period of impact of 2 or more consecutive days; or
 - Prevented the candidate's ability to complete or submit module quizzes for a specific date.

Applications should be lodged as soon as is practicable following the event but not later than 72 hours after the relevant assessment (however, see 6.1.1 and 6.1.3 of the Assessment Policy for application times).

Select the relevant category below:

You did not complete your assessment due to the following circumstances:

- ☐ Medical
- ☐ Compassionate
- ☐ Hardship or Trauma
- ☐ Other (technical issues or an unexpected event)

**Applications for special consideration not made using this form will not be accepted.
You must include documentary evidence to support your application.**

2 Candidate information

☐ Please update my details

Candidate ID:

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify) Date of birth:

First name: Last name:

Position: Company:

Address:

Suburb: State: Postcode:

Privacy: HEPCO Pty Ltd, trading as The Tax Institute Higher Education (HEPCO), a subsidiary of The Tax Institute ("TTI"), together with TTI collects, uses, holds and discloses personal information in accordance with TTI's Privacy Policy. By submitting your application to HEPCO, you confirm that you have read TTI's Privacy Policy and you consent to your personal information being collected, used and held by TTI and disclosed to third parties in accordance with TTI's Privacy Policy. TTI's Privacy Policy is available at taxinstitute.com.au/about-us/privacy-copyright-disclaimer.

3 Subject details

Select the subject and specify study period.

- | | |
|---|---|
| <input type="checkbox"/> ATL001 CTA1 Foundations | <input type="checkbox"/> ATL008 Tax for Trusts: From an SME perspective |
| <input type="checkbox"/> ATL002 CommLaw1 Australian Legal Systems | <input type="checkbox"/> ATL009 Corporate Tax |
| <input type="checkbox"/> ATL003 CTA2A Advanced | <input type="checkbox"/> TASA 2009 |
| <input type="checkbox"/> ATL004 CTA2B Advanced | <input type="checkbox"/> GST BAS |
| <input type="checkbox"/> ATL005 CommLaw2 Entities and Business Structures | <input type="checkbox"/> CTA3 Advisory |
| <input type="checkbox"/> ATL006 CommLaw3 Property Law | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> ATL007 Advanced Superannuation | |

Enrolled study period:

4 Application particulars

Please explain the reason for your application. Provide a clear statement of the facts around any relevant events and provide details of the adverse effect on your studies and/or assessment performance. Please include specific dates of relevant events. You may attach your application particulars as a separate document if you prefer.

5 Supporting evidence

I include with my application the following documentary evidence:

- ☐ medical certificate covering 2 days within the exam week
- ☐ medical certificate issued within 24 hours of your exam if you became ill during the examination
- ☐ death certificate, death notice or funeral notice and proof of relationship
- ☐ statutory declaration
- ☐ evidence of an insurance claim
- ☐ police report
- ☐ screenshots and/or statutory declaration of the technical error/s encountered during the exam
- ☐ other evidence as described in Section 6.3.1 from the Assessment Policy

Notes about documentary evidence:

6 Candidate declaration

Candidate name (BLOCK LETTERS):

Candidate ID:

- ☐ I declare the information provided by me in this application is true and correct.
- ☐ I acknowledge that The Tax Institute Higher Education reserves the right to contact the author of any attached document to confirm its authenticity and accuracy.
- ☐ I authorise my health practitioner or counsellor to release the information given in the Professional Practitioner Certificate or their own report to The Tax Institute Higher Education. I authorise The Tax Institute Higher Education to provide access to this information to the administrative and academic staff who administer and assess this application.
- ☐ I acknowledge that The Tax Institute Higher Education may vary or reverse any decision made on the basis of incorrect or incomplete information.
- ☐ I understand that if am granted a subsequent enrolment in a subject, I will receive a grade of Discontinued Without Fail for the enrolment that this application applies to.
- ☐ I understand that incomplete or unsupported applications cannot be considered by The Tax Institute Higher Education and that provision of false or misleading information is grounds for academic misconduct and/or professional misconduct.

Signature:

Date of signature:

For further information please contact us on 1300 829 338 or email taxeducation@taxinstitute.com.au.

To apply

Email taxeducation@taxinstitute.com.au
Mail Level 21, 60 Margaret Street, Sydney NSW 2000
Call 1300 829 338

Submit form