The table below lists common applicable circumstances and supporting evidence that may be supplied, however this list is not exhaustive.

**COVID-19**
A student who tests positive for COVID-19 must provide formal evidence from their local/state health provider that clearly states their name and the date they tested positive. Students who are impacted by COVID-19 longer than 7 days will be required to provide further medical documentation (ie. a medical certificate).

<table>
<thead>
<tr>
<th>Exceptional Circumstance</th>
<th>Supporting Evidence Required - Suggested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Short-term illness</td>
<td>• Medical Certificate (provided by health practitioner, see Appendix 2.1 of parent document)</td>
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<tr>
<td></td>
<td>or</td>
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<tr>
<td></td>
<td>• Hospital Discharge Certificate</td>
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<tr>
<td>2. Hardship or trauma, including:</td>
<td>• Official letter from relevant source/authority</td>
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<td>• Sudden change in domestic arrangements:</td>
<td>or</td>
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<tr>
<td>• e.g. eviction, homelessness</td>
<td>• Police report</td>
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<tr>
<td>• Unexpected serious financial difficulties</td>
<td>or</td>
</tr>
<tr>
<td>• Victims of crime</td>
<td>• Medical Certificate (provided by health practitioner, see Appendix 2.1 of parent document)</td>
</tr>
<tr>
<td>• Unexpected events/accidents</td>
<td>or</td>
</tr>
<tr>
<td>• Hospitalisation of a family member</td>
<td>• Hospital Discharge Certificate</td>
</tr>
<tr>
<td>3. Death of a relative or friend</td>
<td>• Death Notice/Certificate</td>
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<td></td>
<td>or</td>
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<tr>
<td></td>
<td>• Obituary</td>
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<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>• Order of service</td>
</tr>
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<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>• Statutory Declaration</td>
</tr>
</tbody>
</table>
4. Unavoidable commitments
- University Competitions
- Religious commitments (ie. compulsory religious observances. Does not include voluntary commitments)
- Unavoidable medical procedures
- Court dates/Jury Duty
- Unexpected carers requirements
- Exams held at another University
- Internship or graduate interviews
- UNSW approved internships

• Letter from UNSW competition owner confirming support of attendance at competition
or
• Letter from religious leader/Elder confirming the date(s) of the religious commitment and requirement to observe
or
• Medical Certificate (provided by health practitioner, see Appendix 2.1 of parent document)
or
• Letter confirming attendance to Jury Duty/court date
or
• Carers requirements list
or
• Letter from other University confirming exam schedule
or
• Confirmation of interview
or
• Letter from internship host confirming internships dates and their unwillingness to be flexible in start dates or allowing time off to attend university examinations

5. Exacerbation of ongoing illness

• Medical Certificate (provided by health practitioner, see Appendix 2.1 of parent document)

6. Elite athletes or Performers
- Students part of UNSW Elite Athlete Program – training commitments or attending a competition
- Students representing UNSW/State/Country at a competition
- Faculty supported competitions

• Letter from club or team manager outlining competition dates or increased training commitments
or
• Letter from club or competition owner confirming competition dates
or
• Letter from Faculty ADE confirming support of attendance at Faculty competition

7. Australian Defence Force (ADF) Reservists or full-time personnel/SES commitments and Volunteer Firefighters

• An official training notice or similar document from organiser explaining why attendance is required

8. Life Events
- Births
- Weddings

• Birth certificate
or
• Hospital admission/discharge papers
or
• Medical Certificate (provided by health practitioner, see Appendix 2.1 of parent document)
or
• Invitation to wedding

9. Technical issue during an online assessment

and

• Screenshot(s) of the issue experienced
• Screenshot(s) of communication with Course Coordinator or Tutor
Non-Applicable Circumstances

The University does not provide special consideration for conditions or circumstances that are the consequence of a student’s own actions or inactions.

Some common examples of circumstances that are not usually considered exceptional include:

- misreading the unit guide;
- misreading the examination timetable;
- attending events such as:
  - concerts;
  - talk shows;
  - sporting events (excluding university games/ elite competitions);
  - protests;
- holidays;
- professional experience organised independently by student;
- heavy academic work load;
- overloading with additional courses in the given term;
- two or more assessments due on the same date;
- work commitments (unless unexpected and unavoidable)
- computer updating during an online assessment
- volunteering commitments