

# TRIAL OF HEALTH DECLARATION FOR SPECIAL CONSIDERATION APPLICATIONS

## Introduction

The School of Physical Education along with Pharmacy, Education and Law, will be trialling a new Health Declaration/Medical Certificate during 2009.

Students (excluding distance learning) are to be advised that the template is to be completed where special consideration is being requested for either internal assessment or final examinations.

(In extenuating circumstances the traditional medical certificate will still be accepted).

If the Health Declaration proves more useful than the previous traditional medical certificate, it would come into general use in the University for 2010.

## Process:

- The template is made available to the students, e.g. on Blackboard, on the School website and in hard copy at appropriate points, e.g. the reception areas and from key administrative staff.
- The information for students advises them that the template is to be used as the health declaration/medical certificate where it is required as supporting information for special consideration requests, affecting both internal assessment and final examinations.
- The process the students are advised to follow is largely contained on the certificate under *Instructions for the return of this document* at the very top. It involves:
  - Obtaining the template either by downloading it from the website or picking up a hard copy from the appropriate point.
  - Completing Part A.
  - In regard to internal assessment; confirming with the appropriate course outline or staff member at the School whether Part A is sufficient and, if it is, submitting Part A to the appropriate staff member. If Part B is also required; visiting a practitioner with the form completed to the end of Part A, requesting the practitioner to complete Part B, and then finally submitting the completed entire health declaration/medical certificate to the appropriate staff member at the School.
  - In regard to final examinations; completing Part A, visiting a practitioner with the form completed to the end of Part A, requesting the practitioner to complete Part B, then submitting the completed entire health declaration/medical certificate with the buff-coloured Application for Special Consideration to the University Information Centre.

## Summary

The template is downloaded from the web or picked up in hard copy from Reception at 46 Union Street West.

### a) For final examinations

Part A is completed by the student who then takes the document to a practitioner who completes Part B, returns it to the student who submits it to the University Information Centre.

### b) For internal assessment

The process here is more complex as some departments may not require the student to visit a practitioner in some cases. Thus this aspect is dealt with on a departmental basis as the template is flexible and capable of meeting individual departmental requirements.