



Australian
National
University

Extenuating Circumstances Application (ECA) Project

A User Guide for Students to access the ECA portal in Microsoft
PowerApps

12 July 2024 version

Collaboration Project

- Planning and Service Performance
- Associate Dean Education
- Examinations, Graduations, Academic Progress, Prizes and Timetabling

The Australian National University

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Introduction

Following changes to the Student Assessment (Coursework) [policy](#) and [procedure](#) approved by the Academic Board 6/2022, the current ECA eForm is replaced by the ECA application portal in Microsoft PowerApps.

- For general information about ECA, please see the [ECA website](#).

Contact

If you have any concerns about your application or use of the ECA platform, please contact the examinations office at examinations.officer@anu.edu.au. Most of the correspondence from this platform will come from the examinations office.

If you encounter any technical issues in the ECA platform, please contact the SBS support team at sbs.help@anu.edu.au

If you have an Education Access Plan, you will still need to apply for anything not covered by your existing arrangements; please contact the [Accessibility office](#) (previously known as Access and Inclusion) for further advice ([Send Email](#))

Glossary

ECA – Extenuating Circumstances Application

ADE – Associate Dean Education

EGAPPT – Examinations, Graduations, Academic Progress, Prizes and Timetabling

RMI – Request More Information

Common Troubleshooting – What to do if you experience a bug

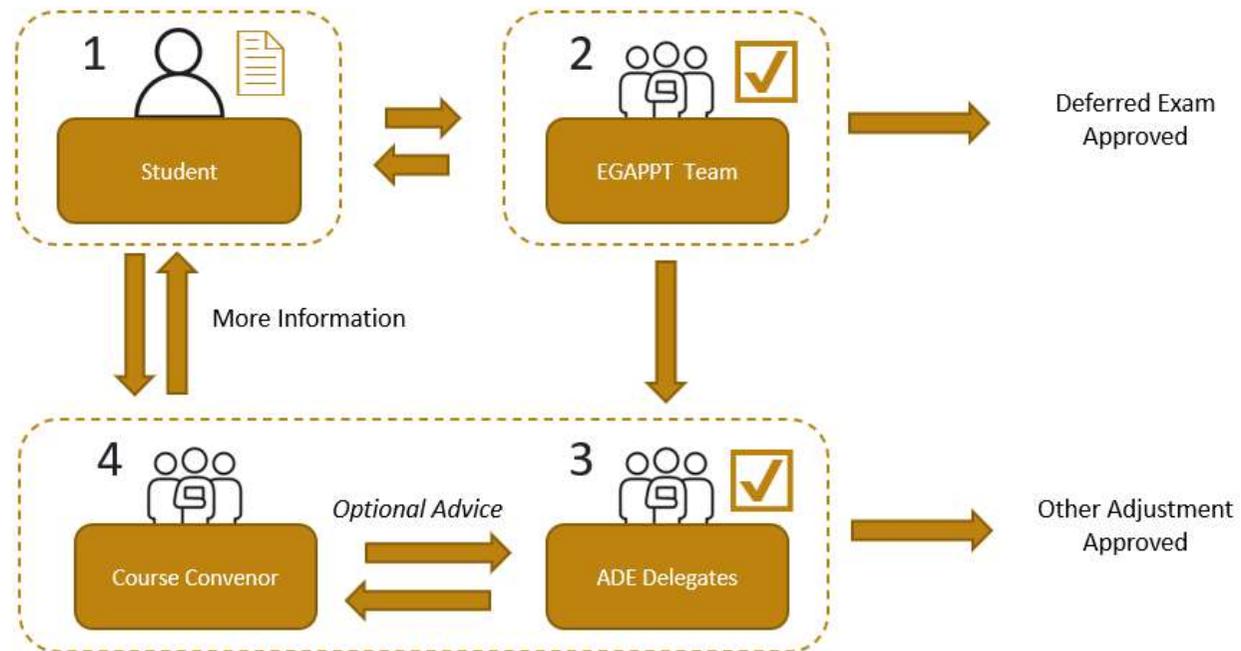
- If a screen glitch happens, please try to refresh the web page or open the link in another browser.
- If the request status or changes are not updated properly, please wait 30 seconds and then try to refresh the web page.
- If you cannot find the save (submit) button on a page (window) to process, please ensure that all mandatory fields are filled properly, and utilize the sliding bar on the side of the window.
- If you would like to go back to the previous page or step, click on the close button  on the top right-hand corner of a window (page) to abandon the new page.
- If enrolment, course or convenor data has not loaded properly or is blank, please wait 30 seconds and try to open the relevant dropdown again. If the issue persists, you can force-refresh the page using the key combination “Ctrl + Shift + R” (or “Command + Shift + R” on Mac).
- If no enrolment information appears, or the course you are seeking does not appear on the course dropdown, please contact the examinations office (examinations.officer@anu.edu.au) for assistance in submitting your ECA.
- If you are having trouble seeing part of the application, you may need to zoom in or out (“Ctrl + ‘+’ or ‘-’” for Windows, “Command + ‘+’ or ‘-’” for Mac) to make it easier to see on your device.
- Please note that the app will adjust to your device screen size. Depending on your device, some boxes and scrollbars may not change size as you zoom.

If you continue to experience any issues, please contact the examinations office at sbs.help@anu.edu.au

Overview

Legend

- ➔ approve / rework
- ☑ approval required
- 📄 application submit



How to access the ECA portal

You can access the Extensions and ECA submission portal through any one of the following locations:

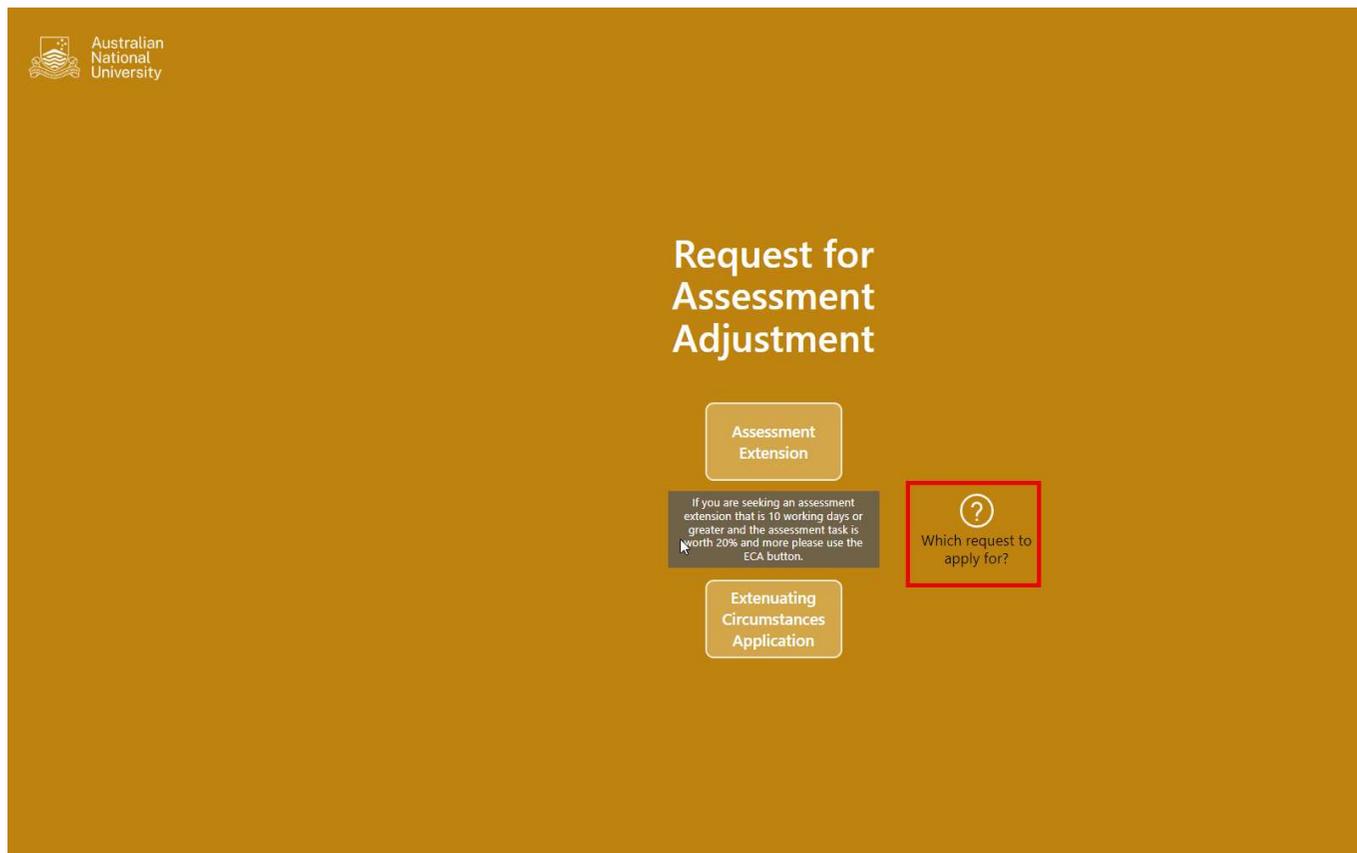
- Through the self-service section of your ISIS portal (<https://isis.anu.edu.au/>)
 - From the main menu, select 'Manage My Degree' from the useful links or navigate to: > ISIS > Degree Management > Manage My Degree

The screenshot shows the 'Manage My Degree' page in the ISIS portal. On the left, a vertical menu titled 'Useful Links' contains several options: Course Enrolment, Personal Information, Academic History, Request a Transcript, Payments, Manage My Degree (highlighted with a red box), and My Timetable. The main content area is titled 'Manage My Degree' and contains the following text: 'This page allows you to begin new eForm applications, view the status of eForms that are being processed, and a history of eForms that you have previously submitted.' Below this, there is a section titled 'Extenuating Circumstance Application (ECA)'. It contains the text: 'To apply for an ECA, please go to [ECA link](#)' (the link text is highlighted with a red box). Below that, it says: 'To apply for other eForms, please select MMD Coursework and click the Apply button to start your application.' There is a radio button next to the text 'MMD-Coursework - Manage My Degree - Coursework' and an 'Apply' button below it.

- Through the “Apply for an ECA” button on the Current Students webpage for Extenuating Circumstances which will direct you to ISIS portal (<https://www.anu.edu.au/students/program-administration/assessments-exams/extenuating-circumstances-application>)
- If you still have an active enrolment, you should be able to find a link on the side-column of any course Wattle page.
- Through the following direct [Link](#)
- If you have received a request for more information, you will also be able to access your ECA directly through the link provided in the notification email.

Which request should I apply?

The following is the landing page of “Request for Assessment Adjustment” Microsoft Power App. If this is your first time using the application or you are not sure which request to apply, please click the **question mark** and a new page with guiding question(s) will appear to help your request decision.



This self-assessment tool will guide you to one of the following options:

- Extenuating Circumstances Application
- Assessment Extension
- Contact your course convenor or college admin team for assistance

Power Apps | Request for Assessment Adjustment

Australian National University

To find which request to apply for:

Are you applying to defer an examination?
 Yes No

Is the assessment task worth equal to or greater than 20%?
 Yes No

Are you requesting an extension or another type of adjustment?
 Extension Other Adjustment

Is the new due date you are requesting before or after the return of the marked assessment tasks?
 Before After

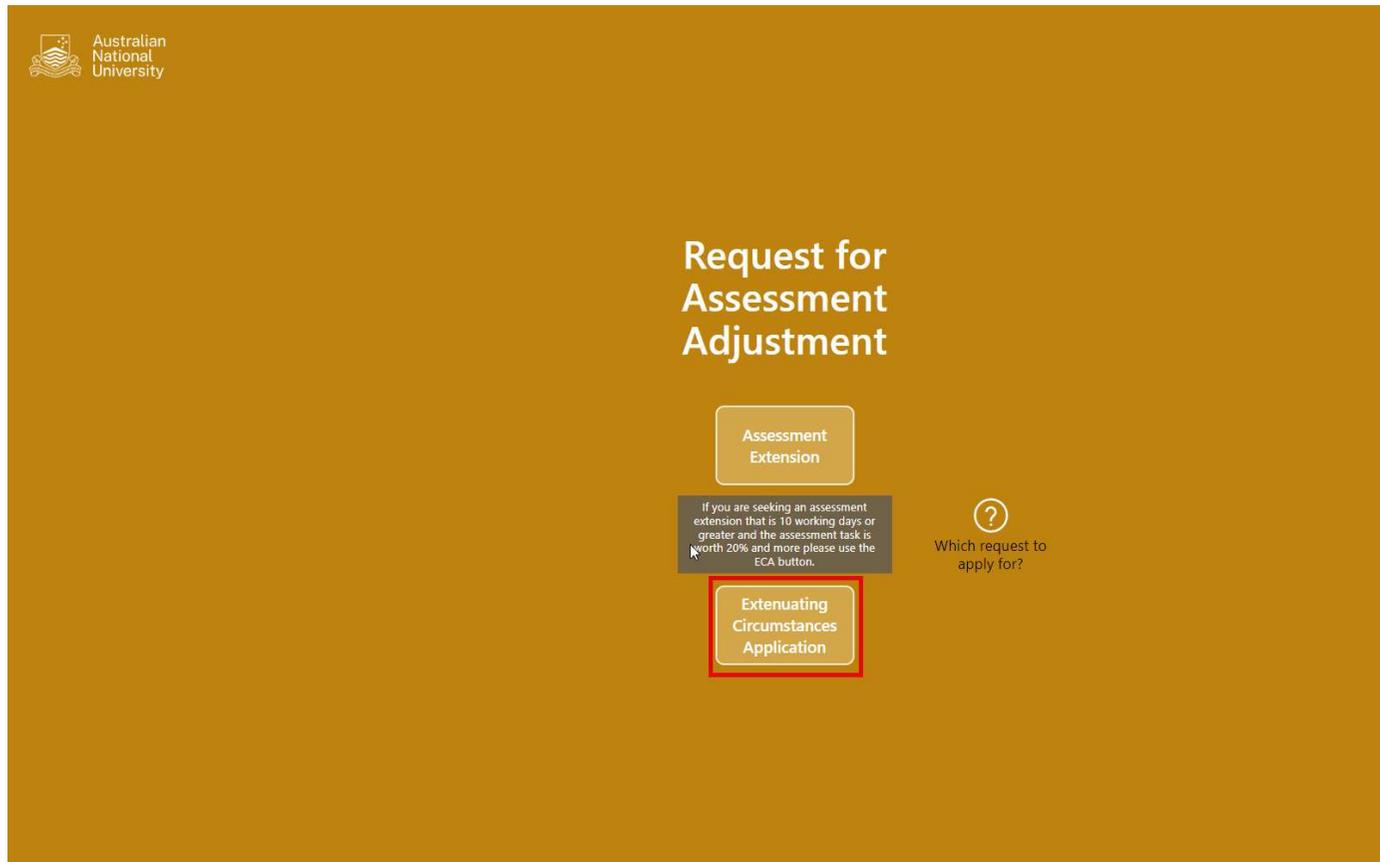
How long is the extension you are requesting?
10 working day/s

You want to apply for an extension for an assessment task that is greater than 20%, and for an extension of 10 or more working days. Please proceed to an Extenuating Circumstances Application.

Extenuating Circumstances Application

How to apply for a Deferred Examination

Click the **Extenuating Circumstances Application** button on landing page to start a new application.



Please read through the Introduction page and click on the button in the end of the page and select **Deferred Examination**.

Power Apps | Request for Assessment Adjustment

Extenuating circumstances (ECA) application

Introduction

Overview

The University supports coursework students where extenuating circumstances have impacted their learning experience. Accepted grounds for an Extenuating Circumstances Application (ECA) will in most instances be previously unknown and unavoidable incidents that have a demonstrable and significant impact on a student's ability to study or undertake an assessment task.

Please note that this process is not applicable to all assessment tasks or circumstances. Refer to the University's Student assessment (coursework) [policy](#) and [procedure](#), and/or the ECA [website](#), for information about adjustments for coursework assessments.

ECA Eligibility

An ECA is only applicable for an assessment task worth equal to or greater than 20% of the overall course mark.

Grounds for an ECA adjustment are:

- Medical: e.g. significant illness/injury and/or significant exacerbation of a condition registered in Education Access Plan (EAP);
- Hardship: e.g. victim of significant crime including family and domestic violence; financial hardship; significant car accident or widespread public transport issues; significant broad spectrum IT issues; sudden, unavoidable primary caring responsibilities;
- Compassionate: e.g. death/sudden serious illness of an immediate family member or close friend;
- Elite: e.g. athlete registered with the ANU Elite Athlete Program or performer;
- Duties: e.g. essential, military, emergency/volunteer emergency services;
- Disaster: e.g. significant natural disaster/geo-political event; flood; fire; pandemic; earthquake; tsunami; war; terrorism; cyber-attack;
- Indigenous cultural duties: consistent with the ANU Reconciliation Action Plan.

Assessment adjustments applied via an ECA are:

- Approved: altered assessment due date (except for take home examinations, where this is not a permitted outcome);
- Approved: deferred examination;
- Approved: alternative assessment;
- Approved: modified assessment weighting;
- Not Approved.

Further information about these assessment adjustments are available as you progress through the ECA process/form. An ECA is only applicable for an assessment task worth equal to or greater than 20% of the overall course mark.

Assessment Task Extensions and Other Adjustments

Deferred Examination **Other Adjustment**

To complete the application, please follow the steps below:

Power Apps | Request for Assessment Adjustment ⓘ

Share

Extenuating circumstances (ECA) application - deferred examination

Name UID

Education Access Plan 2

Personal Statement 1

ECA Reason ⓘ 3

Supporting Documentation ⓘ

Unsaved 4

Add attachment file here

(10 files max. 32MB max. formats: PDF, jpeg, jpg, png, HEIC, HEIF)

EAP Supporting documentation is not automatically available to the ECA approver. Please upload any relevant support documentation for this application here.

Add new examination + 5

Course code	Course title	Class #	Semester/Session	Units	Course convener	Date and time of examination	Attempted or Submitted	Proposed adjustment
-------------	--------------	---------	------------------	-------	-----------------	------------------------------	------------------------	---------------------

Cancel

Submit

All fields are *mandatory*

Double check your **name** and **UID**

1. Fill In **Personal Statement** with up to 3000 characters of free text, this should describe the reason for your application
2. Select an option from the drop-down list for **Education Access Plan**
 - If you have an Education Access Plan, you will be prompted to upload any documents from that EAP relevant to this application as the processes are not currently linked.
3. Select an option from the drop-down list for **ECA reason**
 - If you are unsure what reason to select, the nearby information bubble will give descriptions of each option and examples of the required support documentation.
4. Attach at least one **supporting documentation**. Attaching multiple supporting documentation is accessible by clicking **add attachment file here**.
 - Supporting documentation must be 32MB or less and in one of the following file formats: PDF, jpeg, jpg, png, HEIC, HEIF
 - You may upload up to 10 supporting documents per application
 - Images and PDFs must contain copies of documents. This field should not be used to upload photos, graphic imagery or any inappropriate or irrelevant material.
 - All relevant supporting documentation must be attached to an application. Documentation lodged elsewhere on campus for other purposes will not be considered as part of an ECA.
5. Click the '+' to **add new examination**

By clicking '+' button, a course Information box will be displayed:

Power Apps | Request for Assessment Adjustment

Extenuating circumstances (ECA) application - deferred examination

Name: [Text] UID: [Text] Education Access Plan: Yes

Personal Statement: [Text] ECA Reason: [Text]

Supporting Documentation: [Medical Certificate 1.png] (10 files max. 32MB max. formats: PDF, jpeg, jpg, png, HEIC, HEIF)

Add course

Course code: [Dropdown] **1** Course title: [Text]

Semester/Session: [Text] Year: [Text] Class number: [Text] Course unit: [Text]

Course convener: [Dropdown] **2**

Assessment due date and time: [Date Picker] : [Time Picker] **3** Attempted or submitted: [Dropdown] **4**

Save **5**

Course code	Course title	Class #	Date and time of examination	Attempted or Submitted	Proposed adjustment
-------------	--------------	---------	------------------------------	------------------------	---------------------

Cancel Submit

All fields are *mandatory*

1. Select one of the **Course Code**, and the relevant Course details (i.e. **Course title, Semester/Session, Year, Class number, Course unit**) will be automatically filled
 - The list of courses shown should be all courses that you have enrolled in within the last 12 months. If the course you are seeking is missing, please contact sbs.help@anu.edu.au
2. Select the most relevant **Course convener** by clicking the drop-down arrow
 - If the correct course convenor is not listed, you can select a different convenor or nominate “**Convenor not listed**”
3. Select the original date and time of the examination to identify it for the approver
4. Nominate whether you have attempted the examination at the time of this submission
 - Note: the Yes-Attempted option applies only for exams, where you may have fallen ill during the exam and left the exam before being able to complete it.
5. Once you have confirmed all information is correct, click **Save** button to save all information

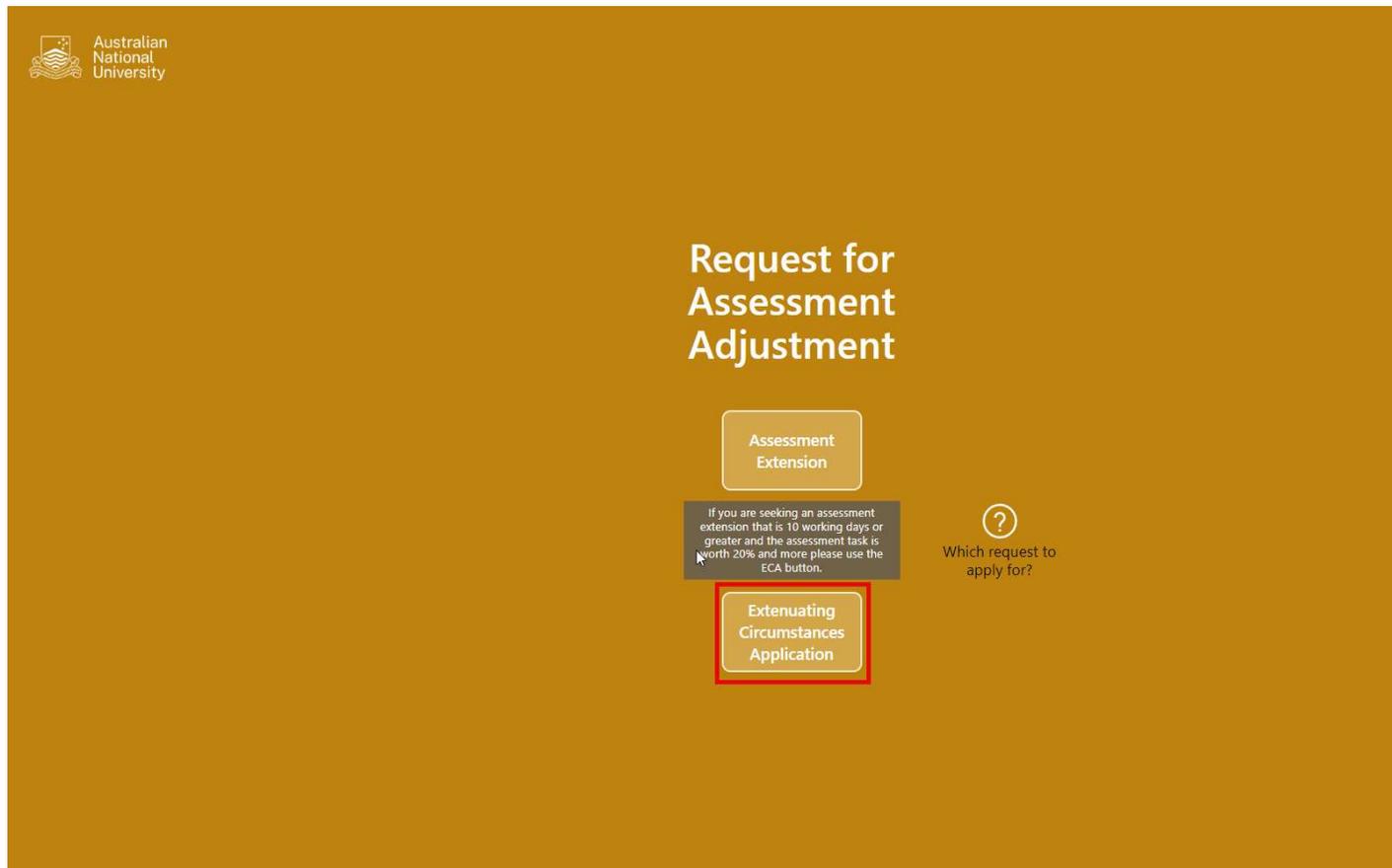
The examination will be added as a row within your application. To add additional examinations, click the '+' button again and repeat steps above. You can remove examinations by selecting the 'Bin' icon that appears next to the '+' button.



Once you have added all the examinations you wish to defer press the submit button to send the application to the approver.

How to apply for an ‘Other Adjustment’

Click the **Extenuating Circumstances Application** button on landing page to start a new application.



Please read through the Introduction page and click on the button in the end of the page and select **Other Adjustment**.

Power Apps | Request for Assessment Adjustment Share

Extenuating circumstances (ECA) application

Introduction

Overview

The University supports coursework students where extenuating circumstances have impacted their learning experience. Accepted grounds for an Extenuating Circumstances Application (ECA) will in most instances be previously unknown and unavoidable incidents that have a demonstrable and significant impact on a student's ability to study or undertake an assessment task.

Please note that this process is not applicable to all assessment tasks or circumstances. Refer to the University's Student assessment (coursework) [policy](#) and [procedure](#), and/or the ECA [website](#), for information about adjustments for coursework assessments.

ECA Eligibility

An ECA is only applicable for an assessment task worth equal to or greater than 20% of the overall course mark.

Grounds for an ECA adjustment are:

- Medical: e.g. significant illness/injury and/or significant exacerbation of a condition registered in Education Access Plan (EAP);
- Hardship: e.g. victim of significant crime including family and domestic violence; financial hardship; significant car accident or widespread public transport issues; significant broad spectrum IT issues; sudden, unavoidable primary caring responsibilities;
- Compassionate: e.g. death/sudden serious illness of an immediate family member or close friend;
- Elite: e.g. athlete registered with the ANU Elite Athlete Program or performer;
- Duties: e.g. essential, military, emergency/volunteer emergency services;
- Disaster: e.g. significant natural disaster/geo-political event; flood; fire; pandemic; earthquake; tsunami; war; terrorism; cyber-attack;
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Assessment adjustments applied via an ECA are:

- Approved: altered assessment due date (except for take home examinations, where this is not a permitted outcome);
- Approved: deferred examination;
- Approved: alternative assessment;
- Approved: modified assessment weighting;
- Not Approved.

Further information about these assessment adjustments are available as you progress through the ECA process/form. An ECA is only applicable for an assessment task worth equal to or greater than 20% of the overall course mark.

Assessment Task Extensions and Other Adjustments

Deferred Examination **Other Adjustment**

To process the application, please follow the steps below:

Power Apps | Request for Assessment Adjustment ⓘ

Share ▾

Extenuating circumstances (ECA) application - other adjustment

Name UID Education Access Plan 2

Personal Statement 1

ECA Reason ⓘ 3

Supporting Documentation ⓘ

Unsaved 4

Add attachment file here

(10 files max. 32MB max. formats: PDF, ineq, jpg, png, HEIC, HEIF)

Add new assessment ⓘ 5

Course code	Course title	Semester/Session	Course convener	Assessment title	Weight	Assessment due date and time	Previous extension	Attempted or Submitted	Proposed adjustment
-------------	--------------	------------------	-----------------	------------------	--------	------------------------------	--------------------	------------------------	---------------------

Cancel

Submit

All fields are *mandatory*

Double check your **name** and **UID**

1. Fill In **Personal Statement** with up to 3000 characters of free text, this should describe the reason for your application
2. Select an option from the drop-down list for **Education Access Plan**
 - a. If you have an Education Access Plan, you will be prompted to upload any documents from that EAP relevant to this application as the processes are not currently linked.
3. Select an option from the drop-down list for **ECA consideration reason**
 - a. If you are unsure what reason to select, the nearby information bubble will give descriptions of each option and examples of the required support documentation.
4. Attach at least one **supporting documentation**. Attaching multiple supporting documentation is accessible by clicking **add attachment file here**.
 - a. Supporting documentation must be 32MB or less and in one of the following file formats: PDF, jpeg, jpg, png, HEIC, HEIF
 - b. You may upload up to 10 supporting documents per application
 - c. Images and PDFs must contain copies of documents. This field should not be used to upload photos, graphic imagery or any inappropriate or irrelevant material.
 - d. All relevant supporting documentation must be attached to an application. Documentation lodged elsewhere on campus for other purposes will not be considered as part of an ECA.
5. Click the '+' **add a new assessment**

By clicking '+' button, a course Information box will be displayed:

The screenshot shows a Power Apps interface for a 'Request for Assessment Adjustment'. The main form is titled 'Extenuating circumstances (ECA) application - other adjustment'. It includes fields for Name, UID, Education Access Plan (set to 'No'), Personal Statement (with 'Medical statement text'), and ECA Reason. A 'Supporting Documentation' section shows an attachment 'Medical Certificate 1.png'. Below this is an 'Add new assessment' button with a '+' icon. A modal window titled 'Add course' is open, containing the following fields:

- Course code (1)
- Course title
- Semester/Session
- Year
- Class number
- Course unit
- Course convener (2)
- Assessment title (3)
- Assessment due date and time
- Assessment Weight (≥20% only for ECA) (4)
- Previously Received Extension (5)
- Previously Received Extension Days (0 working days)
- Propose adjustment (6)
- Attempted or submitted (7)

At the bottom of the modal is a 'Save' button. Below the main form are 'Cancel' and 'Submit' buttons.

All fields are *mandatory*

1. Select one of the **Course Code**, and the relevant Course details (i.e. **Course title, Semester/Session, Year, Class number, Course unit**) will be automatically filled
 - The list of courses shown should be all courses that you have enrolled in within the last 12 months. If the course you are seeking is missing, please contact sbs.help@anu.edu.au
2. Select the most relevant **Course convener** by clicking the drop-down arrow
 - If the correct course convenor is not listed, you can select a different convenor or nominate “**Convenor not listed**”
3. Nominate the assessment task title and original date and time of the examination to identify it for the approver
 - This may be a dropdown field for some courses if assessment information has been populated.
4. Input the original weighting of the assessment for your course mark.
 - If you nominate a weighting of less than 20% you will be given an error and be unable to proceed as the assessment is not eligible for an ECA. If you are unsure why you have received this error, please return to the “Which request should I apply for?” tool on the landing page or contact your college admin team.
5. Nominate whether you have previously received an extension for this course, including the number of business days the extension was for (up to 99).
6. Select the adjustment outcome that you would prefer to receive for this assessment task.
 - This will not guarantee that you will receive this adjustment type
 - If you are unsure what the adjustment types are, there is an information bubble with descriptions of each option.
7. Nominate whether you have attempted the examination at the time of this submission
 - Note: the Yes-Attempted option applies only for exams, where you may have fallen ill during the exam and left the exam before being able to complete it.
8. Once you have confirmed all information is correct, click **Save** button to save all information

The examination will be added as a row within your application. To add additional assessment tasks, click the '+' button again and repeat steps above. You can remove examinations by selecting the 'Bin' icon that appears next to the '+' button.

Add new assessment 

Once you have added all the assessment tasks that you wish to defer press the submit button to send the application to the approver.

How to apply for multiple assessments or courses at the same time

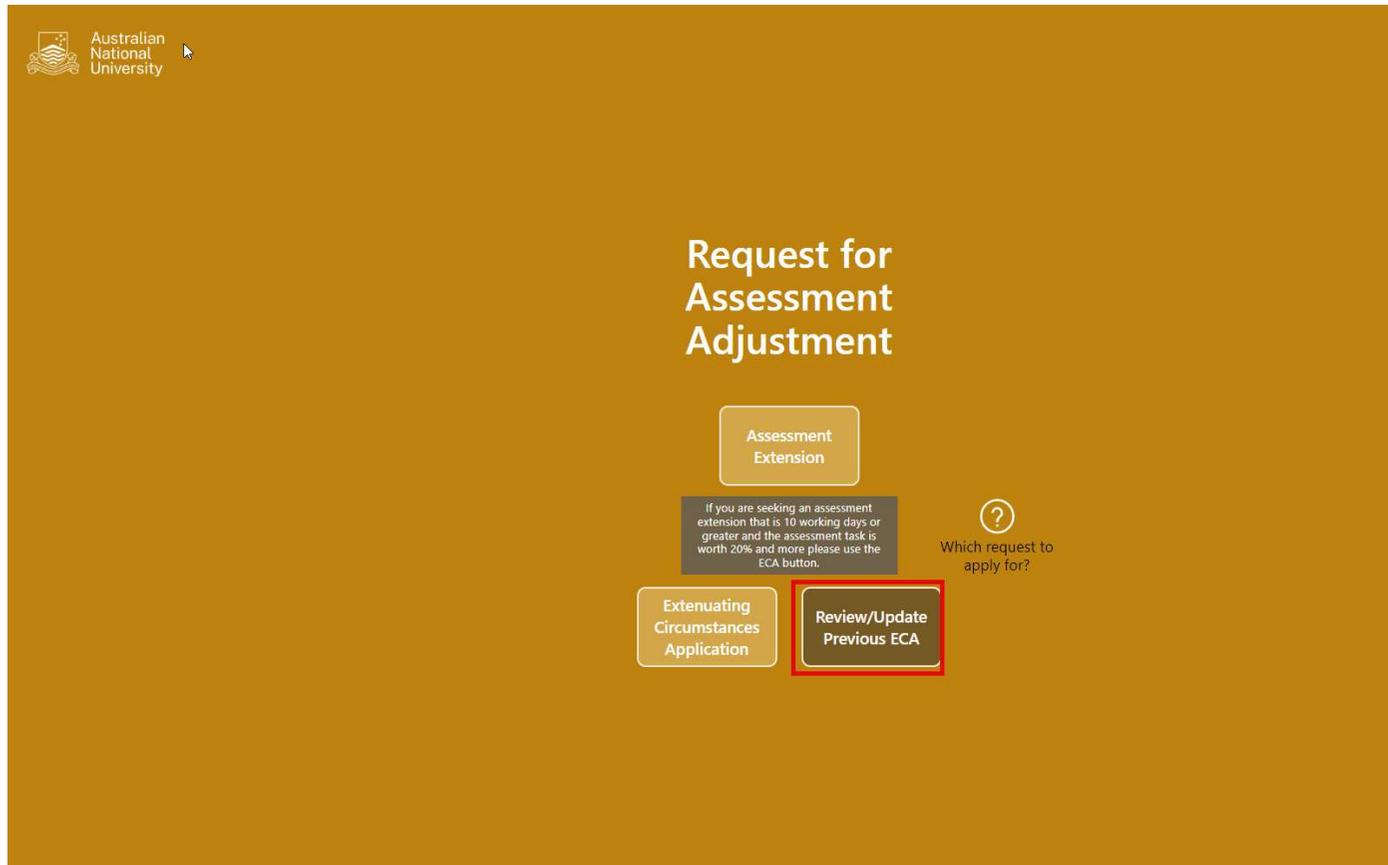
After saving a course information, click the '+' button again and repeat the steps above. **You can apply for multiple assessments from the same course and/or multiple courses.**

Note: Students may not apply for more than one ECA for the same assessment task

If you are attempting to apply for a mix of deferred examinations and other adjustments, you will need to complete two separate applications by following the steps above.

If any of your additional assessment tasks are eligible to use the assessment extension application rather than an ECA, you will need to complete your ECA submission first and then navigate to the assessment extension application from the landing page.

How to check status of an application



Click the 'Review/Update Previous ECA' on the landing page to check status of an application.

- A requests list will show on the top left corner with the request number, request type, status and a view button.
- Before selecting an application you will see a “getting your data” message. You can disregard this as it will automatically clear when you select view on an application.

Getting your data ...

Extenuating circumstances (ECA) - Requests list ✕

assextrn-00001370 Other Adjustment In Progress view

assextrn-00001397 Deferred Examination Decision Outcome (Completed) view

Student Name	Student_UID	ECA Reason	Application Status
[Redacted]	[Redacted]	Medical	Submitted
Support Statement	Education Access Plan	Withdraw Application	
test	Yes	No v	

Supporting Documentation

Test Upload - Hardship Support Document - Copy.pdf

Course code	Course title	Class #	Semester / Session	Assessment title	Assessment due date	Application Status	More information requested	Withdraw
[Redacted]	[Redacted]	4475	Sem 1 2023 2023	test	7/9/2024 12:00 AM Hrs	Under Assessment	0 / 0	

- Click the **view button** of a specific request to display the request details.

Application Status Types

For the overall application, the following statuses may appear:

- Submitted: The application(s) has been submitted but the approvers have not made any action yet.
- In progress: The ECA approvers have made some action on at least one course application but not all have progressed to a final outcome.
- Withdrawn: All assessment/examination applications within your submission have been withdrawn (note: the list of courses will be blank).
- Completed: A final outcome has been made for all course applications within your submission.

For the individual assessment tasks/examinations, the following statuses may appear:

- Under Assessment: The course application has been submitted for approval but no outcome has been made yet.
- Requires More Information: The course application has been returned to you by the examinations office or College team to provide more information or additional documentation.
 - The “More Information Requested” column will display how many times the course application has been returned for more information and responded to (by default this will always initially show 0/0 indicating that no further information has been requested).
- Completed: The course application has progressed to a final outcome.

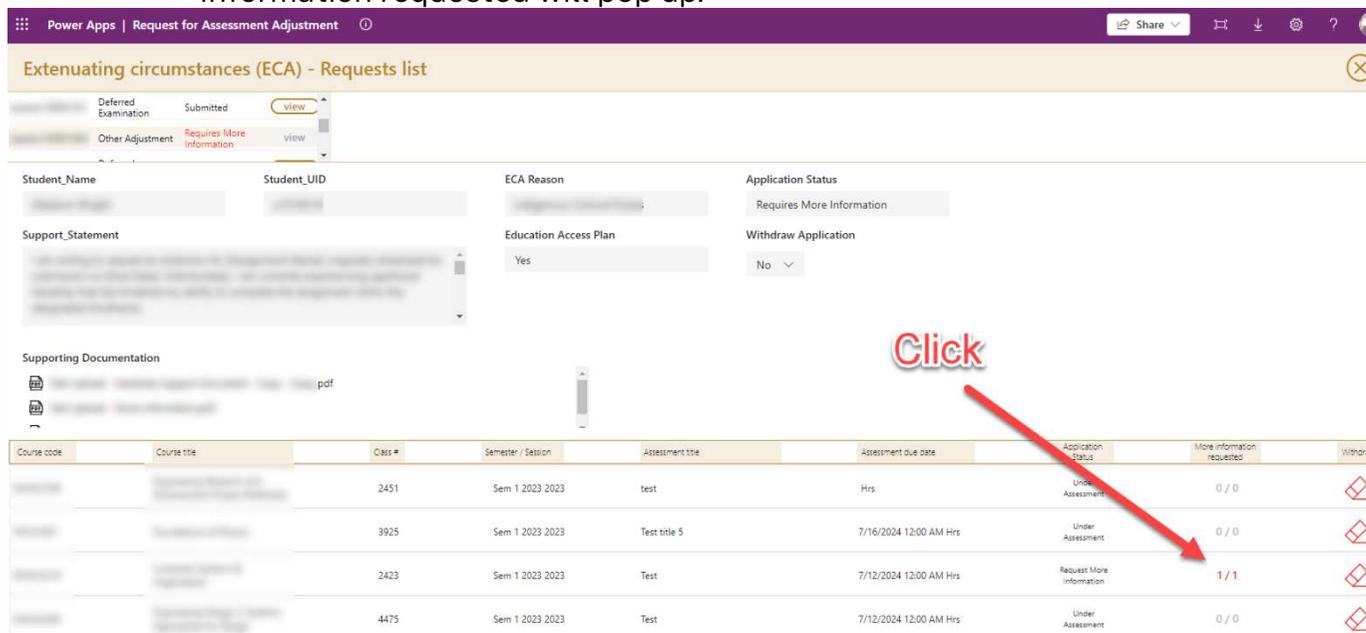
How to respond to a request for more information

If more information is required by the examinations office or the College team responsible for your course, you will receive an email alongside a notification inside the ECA app. You can access this request by either:

- Following the direct link provided in the email notification.

Or

- Access the 'Review /Update previous ECA' section of the ECA application (as described in the previous section of this guide)
 - After clicking the view button, the number of the more information requested will be highlighted shown as the following:
 - Click the highlighted number of the more information requested, the information box of Additional Information requested will pop up.



The screenshot shows the 'Request for Assessment Adjustment' interface. At the top, there's a purple header with 'Power Apps | Request for Assessment Adjustment'. Below it is a yellow banner for 'Extenuating circumstances (ECA) - Requests list'. The main area contains a form with fields for 'Student Name', 'Student UID', 'ECA Reason', 'Application Status' (set to 'Requires More Information'), 'Support Statement', 'Education Access Plan' (set to 'Yes'), and 'Withdraw Application' (set to 'No'). Below the form is a 'Supporting Documentation' section with two PDF icons. At the bottom is a table with the following columns: Course code, Course title, Class #, Semester / Session, Assessment title, Assessment due date, Application Status, More information requested, and Withdraw. The table has four rows. The third row has '1/1' in the 'More information requested' column, which is highlighted in red. A red arrow points to this '1/1' with the word 'Click' written in red above it.

Course code	Course title	Class #	Semester / Session	Assessment title	Assessment due date	Application Status	More information requested	Withdraw
		2451	Sem 1 2023 2023	test	Hrs	Under Assessment	0 / 0	
		3925	Sem 1 2023 2023	Test title 5	7/16/2024 12:00 AM Hrs	Under Assessment	0 / 0	
		2423	Sem 1 2023 2023	Test	7/12/2024 12:00 AM Hrs	Request More information	1 / 1	
		4475	Sem 1 2023 2023	Test	7/12/2024 12:00 AM Hrs	Under Assessment	0 / 0	

Once you have opened the request for more information:

The screenshot displays the 'Request for Assessment Adjustment' interface in Power Apps. The main window shows a list of requests with columns for 'Application Status', 'More information requested', and 'Withdraw'. A modal window titled 'Additional information requested' is open, showing a 'Test' request. The modal has an 'Add' button (1), a 'Requested on' date of 7/5/2024 5:00 PM, a 'More information details - Test' section with the text 'test', a 'Student response' text area (2), an 'Add documentation' button (3), and a 'Submit' button (4). The background shows a table of requests with columns for 'Course code', 'Course title', 'Class #', 'Application Status', 'More information requested', and 'Withdraw'.

1. Click Add button to view the details of the request for more information
2. Type a response to the request of up to 3000 characters (mandatory).
3. Click the Add documentation button If you need to upload supporting documents (optional).
 - These uploads must adhere to the same restrictions as the initial application (max 32MB per file, up to 10 files, only PDF, jpeg, jpg, png, HEIC or HEIF file types).
 - Notes: Once you have added your documents, press “Close”. You will be unable to see a list of the documents you have added without pressing ‘Add documentation’ to check.
4. Click submit button after you add all Information.

- Note: you may need to wait 20 seconds and refresh the page if the status of your application does not update immediately after submitting.

How to withdraw from one examination/assessment task in an ECA request

After clicking the view button, you will find the withdraw option in the end of the request detail. If you choose to withdraw any assessment-task/examination from your application, these will no longer be under consideration for any type of adjustment within this application.

Extenuating circumstances (ECA) - Requests list ✕

assextn-00001370 Other Adjustment In Progress view

assextn-00001397 Deferred Examination Decision Outcome (Completed) view

Student Name

[Redacted]

Student UID

[Redacted]

ECA Reason

Medical

Application Status

Submitted

Support Statement

test

Education Access Plan

Yes

Withdraw Application

No v

Supporting Documentation

Test Upload - Hardship Support Document - Copy.pdf

Course code	Course title	Class #	Semester / Session	Assessment title	Assessment due date	Application Status	More information requested	Withdraw
[Redacted]	[Redacted]	4475	Sem 1 2023 2023	test	7/9/2024 12:00 AM Hrs	Under Assessment	0 / 0	

- Click the eraser button next to the row you would like to withdraw, a confirmation box will appear

Extenuating circumstances (ECA) - Requests list ✕

assextn-00001370 Other Adjustment In Progress view

assextn-00001397 Deferred Examination Decision Outcome (Completed) view

Student Name	Student_UID	ECA Reason	Application Status
[Redacted]	[Redacted]	Medical	Submitted
Support Statement	Education Access Plan	Withdraw Application	
test	Yes	No ▾	

Supporting Documentation

Test Upload - Hardship Support Document - Copy.pdf

Course code	Course title	Class #	Application Status	More information requested	Withdraw
[Redacted]	[Redacted]	4475	Under Assessment	0 / 0	

Withdraw course application ✕

This is the only course application in this request. If you continue this process, it will also withdraw the overall application.

Are you sure you want to withdraw this course application?

Yes No

- Click **yes** button to withdraw and the request will be permanently **removed** from your request list.

How to withdraw from all examinations/assessment tasks in an ECA request

If you have submitted multiple assessment task/examination requests in one application, you can find the withdraw application option to top which button can allow you to withdraw your application from all assessments at once. This field will only appear if none of your assessment tasks/examinations have received an outcome, if this field is unavailable you will need to withdraw each assessment task individually following the section above.

Note: withdrawing your application will mean that none of the assessments will be under consideration for adjustment within this application.

- To withdraw your application from all assessments in the same request, please follow the steps below:
 - 1) Click the view button and check all courses details
 - 2) Select Yes for withdraw application
 - 3) Click confirm withdraw (Note: the assessment task/examination list will be blank)

Extenuating circumstances (ECA) - Requests list

Examination	Other Adjustment	Submitted	view
assextn-00001402	Deferred Examination	Decision Outcome (Completed)	view

Student Name: Madison Wright
Student UID: u7314519
ECA Reason: Medical
Application Status: Submitted

Support Statement: test
Education Access Plan: Yes

Withdraw Application
Yes
Please note that this ECA process will conclude upon your confirmation of withdrawal.

Supporting Documentation
Test Upload - Hardship Support Document - Copy.pdf

Course code	Course title	Class #	Semester / Session	Assessment title	Assessment due date	Application Status	More information requested	Withdraw
ENGN2300	Engineering Design 2: Systems Approaches for Design	4475	Sem 1 2023 2023	test	7/9/2024 12:00 AM Hrs	Under Assessment	0 / 0	

Summary of Automatic Emails

At various stages, the ECA application will send you automatic notification or reminder emails in order to keep you informed of your application's progress and alert when action is needed. You can check your application's status at any time by following the relevant "How to check application status" section of this guide.

All email notifications will originate from the ECA notifications email (eca-notifications@anu365.onmicrosoft.com) on behalf of the examinations office, please do not reply directly to this inbox.

Email Content	When you will receive this email
Confirmation of you submission of an ECA submission	Initial submission of an ECA
Notice to provide more information	An approver submits a request for more information
Outcome of deferred examinations request for a course (note: this will not include the exact details of a scheduled deferred examination)	The examinations office or ADE approves or declines a Deferred Examination request for one of the examinations in your ECA submission
Outcome of other adjustment request for an assessment task	The ECA approvers approve or decline a request for an assessment adjustment for one of the assessment tasks in your ECA submission
Confirmation of your withdrawal of an ECA submission	Withdrawal of an ECA submission (note: you will receive a confirmation for each course you withdraw an ECA from)