



SPECIAL CONSIDERATION POLICY

Approving authority	Academic Board
Approval date	5 December 2013
Purpose	This policy outlines the basis on which special consideration may be granted to students.
Responsibility for implementation	Head of School (HE)
Next scheduled review	December 2017
Document Location	R:\OIHE\Policies\Special Consideration Policy.docx
Associated documents	Assessment and Grades Policy Academic Integrity Policy Student Services & Support Policy

Acknowledgements:

This policy has been developed with reference to the following institutions' policies:

Deakin University, *Special Consideration*, available at: <http://www.deakin.edu.au/current-students/study-support/special-consideration.php>, accessed 14 November 2013

Monash University, *Special Consideration*, available at: <http://www.monash.edu.au/exams/special-consideration.html>, accessed 29 November 2013; University of Ballarat, *Special Consideration*, available at: http://policy.ballarat.edu.au/student_services_and_administration/enrolment/special_consideration/ch01.php, accessed 14 November 2013

1 Principles

The Institute recognises that there are occasions where a student has been disadvantaged in their assessment tasks in comparison to other students due to circumstances beyond their control. The Institute will offer special consideration to these students if they met the requirements of this policy.

2. Policy

It is Institute policy that:

2.1 *Student right to receive special consideration*

If a student believes that their preparation for any item of assessment has been disrupted in a way that will materially affect the likely outcome of the assessment they may apply in writing to the Head of School (HE) for special consideration. Special consideration can be applied for in respect of the following events:

- 2.1.1 A student attends an examination or submits an assessment item, but believes their performance has been hampered by illness or other cause (as listed under clause 2.2).
- 2.1.2 A student was prevented from attending an examination or submitting an item of assessment as a result of a severe illness or other cause (as listed under clause 2.2) and was unaware that they could not attend or submit prior to the relevant date.
- 2.1.3 A student is aware they will be unable to attend an examination at least 3 days prior to the date of the examination as a result of severe illness or other cause (as listed under clause 2.2).



2.2 Eligibility

Special Consideration is only given in serious and exceptional circumstances, which are beyond the student's control, and where these circumstances prevent the student from performing at their best for a particular piece of assessment.

The reasons for application must be classified under one of the following categories:

2.2.1 Medical

To cover medical conditions of a serious nature, e.g. hospitalisation, serious injury or chronic illness

Note: Temporary minor ailments such as headaches, colds and minor gastric upsets are not serious medical conditions and are unlikely to be accepted as grounds for Special Consideration. However, serious cases of these may be considered.

2.2.2 Compassionate and compelling

This is defined as:

- 1) serious illness or injury where a medical certificate states that the student is unable to attend class
- 2) bereavement of close family members such as parents or grandparents (documented evidence must be provided).
- 3) serious illness, accident or family incident which requires emergency travel which has impacted the student to studies;
- 4) the inability to begin study on the course commencement date stated on the CoE due to delay in receiving a student visa if relevant;
- 5) major political upheaval or natural disaster in the home country requiring their immediate travel if relevant;
- 6) a traumatic experience which could include but is not limited to:
 - involvement in or witnessing of an accident or
 - a crime committed against the student or
 - the student being a witness to a crime and this has impacted on the student.

2.2.3 Hardship/Trauma

e.g. sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime (also see 2.2.2)

Notes:

- *Misreading the examination timetable, examination anxiety or returning home will not be accepted as grounds for Special Consideration.*
- *Religious or faith-based issues are not in themselves grounds for special consideration. However, they may be used in support of an application that meets the eligibility criteria set out above.*

2.3 Assessment of Applications

The Head of School (HE) or delegate will assess applications for special consideration and may apply one of the following remedies:

2.3.1 Reject the application.

2.3.2 Approve an extension of the due date for submission of an assessment item.



- 2.3.3 Approve additional assessment.
- 2.3.4 Approve deferment of an examination.

3. Procedures

3.1 *Application process*

- 3.1.1 If a student has attended an examination or has submitted an assessment item, but believes their performance has been hampered by illness or other cause (as set out under 2.2 above) an application for Special Consideration must be lodged with the Head of School (HE) no later than 3 working days after the due date of the affected assessment item or the date of the scheduled examination.
- 3.1.2 If a student was prevented from attending an examination or submitting an item of assessment as a result of a severe illness or other cause (as set out in 2.2 above) and was unaware that they could not attend or submit prior to the relevant date an application for Special Consideration must be lodged with the Head of School (HE) no later than 3 working days after the due date of the affected assessment item or the date of the scheduled examination.
- 3.1.3 If a student is aware they will be unable to attend an examination as a result of severe illness or other cause (set out under clause 2.2) they may lodge an Application for Special Consideration with the Head of School (HE) or delegate up to 3 working days in advance of the date of the examination. (The decision to approve deferment of an examination is made by the Head of School as set out under 2.3.5 above.)
- 3.1.4 Applications for special consideration must be completed on the *Application for Special Consideration Form* (refer Appendix).

3.2 *Late applications*

The Head of School (HE) or delegate may accept a late application in exceptional circumstances. However, under no circumstances will late applications be accepted after marks are released.

3.3 *Supporting documentation*

Students must provide evidence to support applications for Special Consideration; and where appropriate provide documentation from a recognised authority, such as medical certificate from a medical practitioner or letter from a psychologist or social worker. Where the basis for an application for Special Consideration is hardship/trauma or on compassionate grounds, a Statutory Declaration that explains issues relevant to the application may be used as supporting documentation.



Appendix



Application for Special Consideration Form

Name of Course:		Student Number:	
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Family Name:		Other names:	
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I request Special Consideration in the following Units:			
Unit Code	Unit Name	Name of lecturer/ tutor	Assessment due date / Examination date

Reasons for Special Consideration (Tick one of the following grounds for Special Consideration)			
<input type="checkbox"/> Medical Reasons	<input type="checkbox"/> Compassionate	<input type="checkbox"/> Hardship/trauma	<input type="checkbox"/> Other

Additional Information and supporting documentation:
(Please provide information about the event(s) which have impacted on your studies. You will also need to provide supporting documentation from a recognised authority, where appropriate. For example, if you are applying for Special Consideration on medical grounds if you will need to attach a medical certificate from a Health Care Professional. Examples of other forms of supporting documentation include letters from social workers or psychologists and Statutory Declarations from the application or others who were involved in the event(s).)

Student Declaration

I declare that the information provided in this Application for Special Consideration Form is true, complete and an accurate representation of the grounds on which I am seeking Special Consideration.

Signature: Date:



Head of School (HE) Decision	
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Reason (s)	
<hr/>	
Describe Action to be Taken:	
<hr/>	
Signature: Date:	