

SPECIAL CONSIDERATION POLICY

Approving authority	Academic Board
Purpose	This policy outlines the basis on which special consideration may be granted to students.
Responsible Officer	Academic Dean
Next scheduled review	June 2021
Document Location	http://www.oxford.edu.au/higher-education/policies-and-procedures/
Associated documents	Assessment Policy and Procedure Academic Integrity Policy and Procedure Student Services & Support Policy and Procedure Special Consideration Procedures

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 meet the requirements of this policy.

2 SCOPE

This policy applies to student requests for special consideration in dealing with their assessments where the student's performance may have been adversely affected by unexpected personal or other events that were beyond their control.

3 DEFINITIONS

3.1 *Medical*

Medical conditions of a serious nature, e.g. hospitalisation, serious injury or chronic illness

3.2 *Hardship/Trauma*

Hardship and trauma refer to sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime

4 POLICY

It is Institute policy that:

4.1 *Student's right to special consideration*

If a student believes that his/her preparation for any item of assessment has been disrupted in a way that will materially affect the likely outcome of the assessment, then the student may apply in writing to the Academic Dean for special consideration. Special consideration can be applied for in respect of the following events:

- 4.1.1 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 3.2);
- 4.1.2 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 3.2) and was unaware that they could not attend or submit prior to the relevant date;
- 4.1.3 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 3.2)

4.2 *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:

4.2.1 *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.

4.2.2 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 for the death 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.

4.2.3 Hardship/Trauma

e.g. sudden loss or gain of employment, severe disruption to domestic arrangements, victim of crime (also see 4.2.2)

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.*

4.3 Assessment of Applications

The Academic Dean or delegate will assess applications for special consideration and may apply one of the following remedies:

- 4.3.1 reject the application;
- 4.3.2 approve an extension of the due date for submission of an assessment item;
- 4.3.3 approve additional assessment;
- 4.3.4 approve deferment of an examination.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback and comments on this policy are welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENTS

This policy was initially developed with reference to the following institutions' policies:

Deakin University, *Special Consideration*, November 2013

Monash University, *Special Consideration*, November 2013

University of Ballarat, *Special Consideration*, November 2013

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	5 December 2013	Initial issue	AB
Revised 2.0	5 June 2018	Reflecting the requirements of the HESF standards and changes in academic leadership structure	AB
Related legislation/ regulation/standard	HES Threshold Standards (2015) 1.4 (Learning Outcomes and Assessment), 2.2 (Equity) and 2.3 (Wellbeing and Safety)		