

SPECIAL CONSIDERATION PROCEDURE

Approving authority	Executive Management Team
Purpose	This procedure 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.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Special Consideration Policy Assessment Policy and Procedure Academic Integrity Policy and Procedure Student Services & Support Policy and Procedure

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 PROCEDURE

4.1 *Application process*

4.1.1 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 an application for Special Consideration must be lodged with the Academic Dean no later than 3 working days after the due date of the affected assessment item or the date of the scheduled examination.

4.1.2 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 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 Academic Dean no later than 3 working days after the due date of the affected assessment item or the date of the scheduled examination.

4.1.3 If a student is aware they will be unable to attend an examination as a result of severe illness or other causes they may lodge an Application for Special Consideration with the Academic Dean or delegate up to 3 working days in advance of the date of the examination.

4.1.4 Applications for special consideration must be completed on the *Application for Special Consideration Form* (refer to Appendix).

4.2 *Late applications*

The Academic Dean or delegate may accept a late application in exceptional circumstances. However, under no circumstances will late applications be accepted after marks are released.

4.3 *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.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 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 or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

7. VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	5 June 2018	Initial issue	EMT
Related legislation/ regulation/standard	HES Threshold Standards (2015) 1.4 (Learning Outcomes and Assessment), 2.2 (Equity) and 2.3 (Wellbeing and Safety)		

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:			
<i>Unit Code</i>	<i>Unit Name</i>	<i>Name of lecturer/ tutor</i>	<i>Assessment due date / Examination date</i>

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:**

Academic Dean Decision	
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended

Reason (s)

Describe Action to be Taken:

Signature: Date: