

## HEPP82 Special Consideration Policy

### Intent

This document provides the policies and procedures for the consideration of unexpected circumstances that are beyond a student’s control, and have affected their ability to complete an assessment.

### Scope

It relates to all SCEI-HE programs. It does not apply to students with a disability (please refer to HEPP71 Disability and Accessibility Support Services).

### Definitions

Supplementary assessment	An additional assessment designed to assist in determining whether a student has achieved the learning outcomes required to pass a subject. A supplementary assessment is only granted to facilitate course progression in specific circumstances.
Alternative assessment	Variations in the design or location of an assessment.
Deferred assessment	Extension of time for an assessment.
Special consideration	Consideration of unexpected circumstances that are beyond a student’s control and have affected their ability to submit or complete an assessment.

### 1. Special Consideration

Students may apply for Special Consideration when unexpected circumstances beyond their control have affected their ability to submit or complete an assessment.

1.1 A student may apply for Special Consideration citing a health condition or compassionate grounds including but not limited to:

- Loss or bereavement such as the death of a close family member or relationship breakdown
- Hardship/trauma such as job loss or loss of income, being a victim of crime
- Serious illness requiring hospital admission or a serious injury
- Having a psychological condition including serious anxiety or depression

1.2 The outcomes of a successful application for Special Consideration can include:

- An extension of time for an assessment where greater than seven calendar days is needed.
- A deferred examination
- A Supplementary or alternative assessment
- Course withdrawal post census date, without academic penalty

1.3 Information supplied as part of an application for Special Consideration will be treated in a confidential manner and in accordance with the provisions of relevant state and federal information handling acts, regulations and statutes.

1.4 Reassessment is not an available outcome of Special Consideration applications. If this is sought, the student may appeal in line with HERPP05, Academic Appeals Policy and Procedure.

## 2. Deferral of Assessment

2.1 Students may apply for Special Consideration for an extension of time where greater than seven calendar days in needed.

2.2 Students may apply for Special Consideration where an assessment has not been submitted or completed up to three days following the assessment due date.

## 3. Supplementary Assessment

A supplementary assessment is an additional assessment designed to assist in determining whether a student has achieved the learning outcomes required to pass a subject. Supplementary assessments can only be granted under specific and extenuating circumstances to facilitate course progression or graduation from a program.

3.1 Students may apply for Special Consideration if they fail a final subject required to complete the course or where a fail grade would significantly impact course progression.

3.2 To qualify for supplementary assessment:

- The subject must have been attempted within the previous twelve months
- All assessments for subject must have been submitted
- Students will have passed all other enrolled subjects during the same teaching period
- Students have attained a mark of at least 45% attained

3.3 Students granted a supplementary assessment will complete it within the examination period, or a scheduled supplementary examination period.

3.4 The number of times a student will be permitted a supplementary assessment is once per subject and a maximum of two times within the course, (further consideration is given to assessments that constitute pre-requisites for course progression).

## 4. Process

4.1 Special Consideration applications will be considered by the Course Coordinator or designated role, in consultation with the Dean and teaching staff, where necessary.

4.1.1 Students requiring an extension of time longer than seven working days must complete a Special Consideration form, prior to the assessment due date.

4.1.2 Student requesting Special Consideration due to failure to submit or complete an assessment must do so, no more than (3) working days following the assessment due date.

4.1.3 The process for consideration of the student's application for Special Consideration will be completed within five (5) working days from lodgement of the application.

4.1.4 The student will be notified via their student email address, of the outcome of their application within five (5) working days.

4.1.5 The submission of a supplementary assessment will allow sufficient time for students to prepare.

**5. Supplementary Assessment Grading**

5.1.1 If a student passes their supplementary assessment, a pass grade will be awarded.

5.1.2 If a student fails their supplementary assessment, their original mark for the subject will stand.

5.1.3 Where a student achieves a lower result than for the original assessment task, the higher mark will stand.

5.1.4 A student who fails to sit their supplementary examination for any reason will receive a fail grade and the original mark for the subject will stand.

5.1.5 Results will be withheld on student transcripts (RW) until the result of a supplementary assessment is available.

5.1.6 It is the responsibility of the Course Coordinator or designated role to notify Student Administration of the amended result using the Results Amendment Form.

**6. Appeal**

If the student wishes to appeal against a decision not to grant Special Consideration, they may lodge an appeal against the decision.

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