

Special Consideration Policy HEPP82

PURPOSE	
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 Southern Cross Education Institute (Higher Education) programs. It does not apply to students with a disability (please refer to <i>Disability and Accessibility Support Services Policy and Procedure HEPP71</i>).	
DEFINITIONS	
Alternative assessment	Variations in the design or location of an assessment
Deferred assessment	Extension of time for an assessment
SCEI-HE	Southern Cross Education Institute (Higher Education)
Special consideration	Consideration of unexpected circumstances that are beyond a student's control and have affected their ability to submit or complete an assessment.
Supplementary assessment	An additional assessment designed to assist in determining whether a student has achieved the learning outcomes required to pass a unit. A supplementary assessment is only granted to facilitate course progression in specific circumstances.
POLICY	
<p>1. Special Consideration</p> <p>Students may apply for Special Consideration when unexpected circumstances beyond their control have affected their ability to submit or complete an assessment.</p> <p>1.1 A student may apply for Special Consideration citing a health condition or compassionate grounds including but not limited to:</p> <p>1.1.1 Loss or bereavement such as the death of a close family member or relationship breakdown;</p> <p>1.1.2 Hardship/trauma such as job loss or loss of income, being a victim of crime;</p> <p>1.1.3 Serious illness requiring hospital admission or a serious injury; and</p> <p>1.1.4 Having a psychological condition including serious anxiety or depression.</p> <p>1.2 The outcomes of a successful application for Special Consideration can include:</p> <p>1.2.1 An extension of time for an assessment where greater than seven calendar days is needed;</p> <p>1.2.2 A deferred examination;</p> <p>1.2.3 A supplementary or alternative assessment; or</p> <p>1.2.4 Course withdrawal post census date, without academic penalty.</p> <p>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.</p> <p>1.4 Reassessment is not an available outcome of Special Consideration applications. If this is sought, the student may appeal in line with <i>Academic Appeals Policy and Procedure HEPP05</i>.</p> <p>2. Deferral of Assessment</p> <p>2.1 Students may apply for Special Consideration for an extension of time where greater than seven (7) calendar days is needed.</p> <p>2.2 Students may apply for Special Consideration where an assessment has not been submitted or completed up to three (3) days following the assessment due date.</p> <p>3. Supplementary Assessment</p> <p>A supplementary assessment is an additional assessment designed to assist in determining whether a student has achieved the learning outcomes required to pass a unit. Supplementary assessments can only be granted under</p>	

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 unit required to complete the course or where a fail grade would significantly impact course progression.
- 3.2 To qualify for supplementary assessment:
 - 3.2.1 The unit must have been attempted within the previous twelve months;
 - 3.2.2 All assessments for unit must have been submitted;
 - 3.2.3 Students will have passed all other enrolled units during the same teaching period; and
 - 3.2.4 Students have attained a mark of at least 45%.
- 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 unit and a maximum of **two (2)** 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 7 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 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 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 If a student passes their supplementary assessment, a pass grade will be awarded.
- 5.2 If a student fails their supplementary assessment, their original mark for the unit will stand.
- 5.3 Where a student achieves a lower result than for the original assessment task, the higher mark will stand.
- 5.4 A student who fails to sit their supplementary examination for any reason will receive a fail grade and the original mark for the unit will stand.
- 5.5 Results will be withheld on student transcripts (RW) until the result of a supplementary assessment is available.
- 5.6 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.

DOCUMENT AND RECORD CONTROL

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