

Special Consideration Policy HEPP82

PURPOSE

This document provides the policy 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

This Policy relates to all Southern Cross Education Institute (Higher Education) programs. It does not apply to students with disability (please refer to Disability and Accessibility Support Services Policy and Procedure HEPP71). Students with temporary or short-term health conditions impacting assessments may apply for Special Consideration under this policy.

DEFINITIONS

Alternative assessment	Variations in the design or location of an assessment
Deferred assessment	An approved extension of time allowing a student to complete an assessment after the original due date, granted under special consideration or other formal processes
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. Official documentation (e.g., medical certificates, statutory declarations) that verifies the circumstances cited in the Special Consideration application.
Supplementary assessment	An additional assessment task 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.
Working days	Monday to Friday, excluding public holidays

POLICY

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:
 - 1.1.1 Supported by valid documentation issued within a reasonable timeframe relevant to the assessment period;
 - 1.1.2 Loss or bereavement such as the death of a close family member or relationship breakdown;
 - 1.1.3 Hardship/trauma such as job loss or loss of income, being a victim of crime;
 - 1.1.4 Serious condition requiring hospital admission or a serious injury;
 - 1.1.5 Having a psychological condition including serious anxiety or depression; and
 - 1.1.6 Significant cultural or religious obligations, such as attending ceremonies or observing religious practices.
- 1.2 The outcomes of a successful application for Special Consideration can include:
 - 1.2.1 An extension of time for an assessment;
 - 1.2.2 A deferred examination;
 - 1.2.3 A supplementary or alternative assessment; or
 - 1.2.4 Course withdrawal post census date, without academic penalty.
- 1.3 Information supplied as part of an application for Special Consideration will be treated confidentially, in accordance with the Privacy Act 1988 (Cth) and other relevant legislation.
- 1.4 Reassessment is not an available outcome of Special Consideration applications. If this is sought, the student may appeal in line with the *Academic Appeals Policy and Procedure HEPP05*.

2. Deferral of Assessment

- 2.1 Students may apply for Special Consideration for an extension of time.
- 2.2 Students must submit their Special Consideration application via the official online portal or in writing within two (2) calendar days following the assessment due date. Late applications without prior approval may not be accepted and penalties may apply.

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 unit. 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 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 the 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% in the unit under consideration.
- 3.3 Students granted a supplementary assessment will complete it within the examination period, or a scheduled supplementary examination period.
- 3.4 Students may be granted **one supplementary assessment per unit**, subject to a cap based on the length of the course:
 - **1-year course:** up to **1 supplementary assessments**
 - **2-year course:** up to **2 supplementary assessments**
 - **3-year course:** up to **3 supplementary assessments**
 - **4-year course:** up to **4 supplementary assessments**
- 3.5 In exceptional circumstances, additional supplementary assessments may be approved by the Academic Director following a formal review process. Additional consideration may be given to supplementary assessments in prerequisite units required 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 calendar days must complete a Special Consideration form, prior to the assessment due date.
 - 4.1.2 A student requesting Special Consideration due to failure to submit or complete an assessment must do so, no more than 2 calendar days following the assessment due date.
 - 4.1.3 The process for consideration of a student's application for Special Consideration will be completed within 5 working days from lodgement, with outcome notifications sent to the student's official email address.
 - 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 date of a supplementary assessment will allow 4-5 days for students to prepare.
 - 4.1.6 Applications must include supporting evidence such as a medical certificate issued by a registered health practitioner (dated within 7 days of the assessment due date), statutory declaration for bereavement, police report for trauma, or written confirmation from a recognised cultural or religious authority, as relevant.

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 within 5 working days of receiving supplementary assessment results.

6. Appeal

If the student wishes to appeal against a decision not to grant Special Consideration, they may lodge an appeal against the decision. Appeals must be submitted in writing within 10 working days of the decision notification. Students may seek support or advice from the Student Support Services when lodging an appeal.

7. Policy Accessibility and Monitoring

- 7.1 This policy is communicated to students via the SCEI-HE website, student handbook, and orientation programs. Students may contact Student Support Services for assistance with understanding or applying for Special Consideration.
- 7.2 The effectiveness of this policy is monitored through application outcomes, student feedback, and annual reviews by the Quality Assurance and Compliance Unit.

8. Monitoring and Misuse

The Quality Assurance and Compliance Unit will monitor patterns of Special Consideration applications to ensure appropriate use. Any suspected misuse may be referred for further academic integrity investigation in line with institutional policies

DOCUMENT AND RECORD CONTROL

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