

Special Consideration Policy and Procedure HEPP82

PURPOSE

This document provides the policy and procedure 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 Disability and Special Needs Student Support Services Policy and Procedure HEPP71). Students with temporary health conditions impacting assessments may apply for special consideration.

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.
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 Loss or bereavement, such as the death of a close family member or relationship breakdown;
 - 1.1.2 Hardship/trauma such as job loss or loss of income, being a victim of crime;
 - 1.1.3 Documented medical condition (physical or mental) supported by evidence from a registered health practitioner, including hospital admission, injury, or psychological conditions such as anxiety or depression; and
 - 1.1.4 Significant cultural or religious obligations, such as attending ceremonies or observing religious practices.
 - 1.1.5 Applications must be supported by appropriate evidence, which may include:
 1. Medical certificate or letter from a registered health practitioner for health-related circumstances;
 2. Statutory declaration or equivalent documentation for non-medical grounds such as bereavement or relationship breakdown;
 3. Police report or other official documentation for trauma or victim-of-crime matters;
 4. Confirmation from a cultural or religious authority for significant obligations.
- 1.2 The outcomes of a successful application for Special Consideration can include:
 - 1.2.1 An extension of time for an assessment where more than seven calendar days are needed;
 - 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 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 the Academic Appeals Policy and Procedure HEPP05.

2. Deferral of Assessment

2.1 Students may apply for Special Consideration for an extension of time where more than seven (7) calendar days are needed.

2.2 Students may apply for Special Consideration where an assessment has not been submitted or completed up to two (2) calendar 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 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 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 prerequisites for course progression). In exceptional circumstances, the Academic Director may approve additional supplementary assessments for a unit or course.

PROCEDURE

1. Process

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

1.2. Students requiring an extension of time longer than 7 calendar days must complete a request for extension of the assessment due date.

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

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

1.5. The student will be notified via their student email address of the outcome of their application within 5 working days.

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

1.7. Applications must include supporting evidence such as a medical certificate for illness, a statutory declaration for bereavement, a police report for trauma, or written confirmation from a cultural or religious authority for significant obligations, as relevant to the circumstances.

2. Supplementary Assessment Grading

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

2.2. If a student fails their supplementary assessment, their original grade for the unit will stand.

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

2.4. A student who fails to sit their supplementary examination for any reason will receive a fail grade, and the original grade for the unit will stand.

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

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

3. Appeal

3.1. 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 lodged within 10 working days via the process outlined in the Academic Appeals Policy and Procedure HEPP05, available on the SCEI-HE website.

4. Policy Accessibility and Monitoring



- 4.1. This policy is communicated to students via the SCEI-HE website, student handbook, and orientation programs to ensure accessibility.
- 4.2. The effectiveness of this policy is monitored through application outcomes, student feedback, and annual reviews by the Quality Assurance and Compliance Unit.

Related Documents

Special Consideration form HEFOR10
Academic Appeals Policy and Procedure HEPP05

Responsibilities

Academic Director
Course Coordinators

DOCUMENT AND RECORD CONTROL

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