

Special Consideration Policy

Version number	1
Approved by	Academic Board
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Purpose

Sydney Institute of Higher Education (SI) acknowledges that assessment activities are essential to measuring student achievement of the expected learning outcomes. SI is committed to individualised learning and recognises that students may face external commitments or constraints that may affect their study. SI is committed to implementing a fair and accessible process to allow students to request assistance when faced with measures beyond their control that affected their study.

This *Special Consideration Policy* establishes the principles underpinning adjustments to assessments where student learning was affected by external measures beyond the students control at SI. It then details the procedures that work to implement these principles, and the process of special consideration submission, and appeals of decisions.

Scope

This policy applies to all staff involved in designing and administering program assessment at SI.

Principles

Students are expected to build knowledge progressively throughout their higher education program at SI. Learning and teaching activities will be carefully planned and carried out in line with the relevant learning outcomes. Where a student's learning has been affected through external measures beyond the student's control, the student may apply for special consideration in order to adjust their learning and compensate for the interruption to learning. In all instances, either normal learning or adjusted learning to compensate for external interference, students will have demonstrated the intended learning outcomes of each unit in order to pass units.

A student may apply for special consideration where

- A student experiences short-term circumstances beyond their control, such as illness, injury or misadventure, which affect preparation or performance in an assessment
- A student has essential commitments that will impact preparation or performance in an assessment,
- For disability adjustments, please use the *Disability Support Policy*.

An application for special consideration by a student must be in writing in accordance with the

procedures described herein. Written applications are to be addressed to the Student Administration Coordinator.

Procedures

Special consideration: short-term illness, injury or misadventure

If a student (or someone a student holds carer's responsibility for) experienced a short-term illness, injury or misadventure that has significantly impacted performance in an assessment or exam, students may be eligible for special consideration. Examples may include:

- acute illness or injury such as surgery or hospital admission, or illnesses requiring treatment from a health practitioner
- the death of a family member or close friend
- a natural disaster or car accident.

Eligibility depends on whether the circumstances were out of student control and necessary supporting documents are available.

Circumstances where you will not be eligible for special consideration

Special consideration is not granted for circumstances that are considered reasonably within student control, such as:

- public transport delays
- personal events such as birthdays
- minor ailments or illness where you are still capable of completing assessments
- travel plans
- balancing workloads from other units of study,
- information and communications technology problems - except where they could not have been prevented, avoided or the effects minimised by reasonable diligence.

Special arrangements: essential commitments

There are certain circumstances where special arrangements will be made available if an essential commitment affects a student's ability to complete an assessment. Examples may include:

- essential religious commitments or beliefs (including cultural and ceremonial commitments)
- a compulsory legal requirement (jury duty, court summons)
- a sporting commitment representing a state or a nation
- military service
- birth or adoption.

Assessment type, action and consideration

Final or mid-semester exam or test

Student action:

- attended an exam and was affected by illness, injury or misadventure
- did not attend on the day of the exam due to illness, injury or misadventure.

Special consideration that may be granted:

- replacement exam.

The replacement exam may not cover the same topics as the exam that was impacted, but will test the same learning outcomes. Other factors (such as the length, duration or structure of the exam) may also be different.

Please note that apart from long term illness, students will only be granted one replacement exam.

In-class assessment: tutorial quiz or small test or small continuous assessment or participation (worth 10 percent or less)

Student action:

- attended the tutorial quiz, small test or small continuous assessment or participation and was affected by illness, injury or misadventure
- did not attend on the day of the tutorial quiz, small test or small continuous assessment or participation due to illness, injury or misadventure.

Considerations that may be granted:

- mark adjustment
- a new or varied assessment.

The new or varied assessment will measure the same learning outcomes.

Presentations

Student action:

- attended the presentation and was affected by illness, injury or misadventure
- did not attend on the day of the presentation due to illness, injury or misadventure.

Considerations that may be granted:

- new or varied evaluation
- alternative assessment.

The new or varied evaluation or alternative assessment may not cover exactly the same items as the original assessment, but will measure the same learning outcomes.

Assignment or report

Student action:

- late submission of assignment, due to illness, injury or misadventure.

Considerations that may be granted:

- extension of time
- to be determined by the faculty or school, where you are affected by circumstances of a longer term nature.

Written group assignment or report or group presentation

Student action:

- one participant was affected by illness, injury or misadventure during preparation and/or presentation.

Consideration that may be granted:

- alternative assessment for the impacted student. Other group members may submit individual applications for special consideration if their ability to complete the written group assignment or presentation is affected.

Documents for special arrangements

Defence force or emergency service

- Official letter.

Employer statement

- Official letter.

Legal commitment

A copy of the summons, subpoena, court order or notice of selection for jury duty stating:

- your full name and
- the reason for your commitment
- date/s of attendance required.

Parental or adoption commitments

A signed certificate on an official letterhead from a medical practitioner/midwife/relevant adoption agency stating:

- expected date of birth/adoption.

Religious beliefs

- A signed and dated statement that includes your name, from your imam, pastor, rabbi or equivalent spiritual or community leader.

Sporting commitment representing the state or nation

- Official letter.

Types of documents

Professional practitioner certificate

This certificate needs to be filled out, signed and stamped by a registered medical/health practitioner who is not related to you. The certificate needs to be completed in full and include an evaluation of the duration (giving start and end dates) of impact and degree of impact that the illness, injury or carer's duties have had on your ability to attend classes and learn or to complete assessments.

Statutory declaration

A statutory declaration is a signed, written statement that allows a person to declare something to be true in the presence of an authorised witness. You'll need to use a NSW statutory declaration form.

Your statutory declaration should include:

- your full name and student number
- a statement about the impact of the illness, injury, misadventure or essential commitment on your ability to attend classes, learn or complete assessment requirements
- a statement describing the duration of this impact (including a start and end dates)
- if your circumstances are of a sensitive nature, please indicate when you expect you will be able to complete your assessment or return to your studies. If you need more time at the end of this period, you can submit another application.
- details of any group work that might be affected.

Obituary, funeral notice or funeral program

A dated obituary from a newspaper, a funeral notice or funeral program that includes:

- the full name of the deceased person
- the funeral date.

If you need to travel interstate or overseas for the funeral, you will need to provide supporting documents such as a travel itinerary or statutory declaration for the additional time you are away.

Eviction notice

The notice needs to include:

- official landlord (if applicable) or residential agency letterhead
- your full name
- date of terminated tenancy
- signature from appropriate representative
- representative phone number
- date the notice was created.

Police report

This is produced by the police and should include:

- your full name
- a claim number or charge sheet
- a signature from police
- a police phone number
- the date the report was created
- the date the incident occurred.

If a police report is unavailable when you submit your application, you will need to provide a statutory declaration that includes how the incident has affected your studies, along with a COPS event number, which is evidence a crime has been reported.

Official letter

This should be written on an official letterhead and needs to include:

- your full name
- the details of your unexpected commitments
- the impact on your ability to study
- a physical signature and phone number of an appropriate representative
- the date the statement was created.

Deadline to submit an application

Applications need to be submitted as soon as possible and no later than the deadlines listed below.

Reason	Deadline
Illness, injury or misadventure	By the third working day (11.59pm AEST) after the original assessment due date or sitting date of the exam.
If your application relates to attendance or missed placement days	By the third working day (11.59pm AEST) after the date of the missed classes or missed placement.
Special arrangement for an assessment or examination held during semester	At the date of commencement of semester in the case of religious commitments that might have an impact on assessments or examinations. For other unavoidable commitments you must apply as soon as you become aware of the clash.
Special arrangement for an assessment or examination held in the formal examination periods	14 days after publication of the examination timetable. Note: if the commitment is not known at this time, by the third working day (11.59pm AEST) after the special commitment date is known or documentation is available.

Submitting a late application

Late applications will be considered only if a reasonable explanation for the delay is provided. Students will be asked to provide evidence to support the request to submit a late application.

Appealing a decision

Students may apply to have the special consideration or application to submit late decision reviewed. Students should follow *the Student Complaints and Appeals Policy*.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for implementation of this policy to the *Program Monitoring Committee* and Dean.

The *Academic Board* will review all periodic reports from relevant committees and staff members in accordance with the *Compliance Calendar*.

Based on these monitoring activities, the *Academic Board* will provide a report to the *Corporate Governance Board*, in accordance with the *Compliance Calendar*, and ensure that findings are taken into account in planning, quality assurance and improvement processes.

Definitions

Academic staff: staff employed at SI in a learning and teaching or research capacity.

Assessment: the process of grading, marking and reviewing student assessment tasks against the assessment standards and criteria. This includes devising and using assessment criteria, standards and assessment criteria s; reviewing and comparing the marks and grades awarded to individual student submissions for the same assessment task within a unit of study.

Assessment task: a learning task within a unit of study designed to test the demonstration of program and unit learning outcomes. Examples include assignments, exams, online quizzes, essays, presentations, portfolios, essays, reflective journals. Assessment tasks will include clear instructions and guidelines on marking criteria and standards, and assessment criteria s.

Program: a sequenced program of units that a student enrolls in and for which they receive a qualification upon graduation.

Program Director: the most senior academic staff member responsible for the delivery of a specific program at SI. The *Program Director* is responsible for the planning and development of a program, particularly unit curriculum information, and works in conjunction with other senior academic staff.

Grading criteria: a marking guide devised to evaluate the quality of student responses in an assessment task that contains the criteria and standards identified in the assessment task guidelines communicated to students. Student assessment tasks are assessed against the attainment of these criteria and standards using the grading criteria.

Learning outcome: an objective that can be measured that describes the knowledge, skills and their application that a student can demonstrate on completion of an assessment task, a unit or program of study.

Special consideration: A measure that takes into account any adverse, extenuating or unforeseeable circumstance that may affect a student's performance during an assessment task or their ability to complete the assessment task on time.

Program Director: the academic staff member responsible for the delivery of a unit at SI. The *Program Director* is responsible for the planning and development of a particular unit at SI and works in conjunction with other academic staff.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	4/10/2018	Approved	4/10/2021

▲ Related Documents

↗ Disability Support Policy
↗ Examinations Policy
↗ Moderation Policy

↗	Program Review and Continual Improvement Policy
↗	Special Consideration Policy
↗	Student Complaints and Appeals Policy
↗	Dean
↗	Certification Guidelines
↗	Corporate Governance Board - Terms of Reference
↗	Program Monitoring Committee - Terms of Reference

End of document: "Special Consideration Policy"

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