

# Special Consideration Policy

Version number	3
Approved by	Academic Board
Date of approval	23/10/23

## Purpose

This *Special Consideration Policy* establishes the principles that support students who may require adjustments to assessments due to learning being affected by external measures beyond the students control at Sydney Institute of Higher Education (SIHE).

It is accompanied by the *Special Consideration Procedure*, which details the process for applying and assessing Special Consideration requests at SIHE.

## Scope

This policy applies to short-term circumstances or events that are serious, unavoidable, and significantly disruptive which may affect the student's performance on an assessment or activity.

This policy is applicable for all SIHE students, all types of assessment, including exams and assignments, and SIHE Professional staff and academic staff.

For disability adjustments, please use the *Diversity, Equity, and Inclusion Policy*.

## Principles

To support students whose learning has been affected through external measures beyond the student's control, SIHE will attempt to provide students with an opportunity to achieve the learning outcomes in an alternative manner to compensate for the interruption to learning. It is expected that students demonstrate the required learning outcomes, even in the event that an alternative method was provided.

A student who has experienced short-term circumstances or events that are serious, unavoidable and significantly disruptive, which affect their performance in assessment, may apply for Special Consideration.

Special Consideration applications will only be accepted in the following circumstances:

- 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
- Essential commitments, such as religious or legal commitments, that are beyond the student’s control

An application for special consideration by a student must be in writing and include supporting evidence. Written applications are to be addressed to the Program Director. Further information regarding how to submit an application can be found in the *Special Consideration Procedure*.

Students with a pre-existing disability should seek support from the Academic Learning Support Coordinator and should refer to the *Diversity, Equity, and Inclusion Policy*.

SIHE students are expected to manage their time, both inside and outside of SIHE, to meet the requirements as set by their program of study. All reasonable efforts should be made to complete learning in accordance with the program schedule.

Special Consideration is not a mechanism to appeal an assessment outcome.

## Appealing a Special Consideration Outcome

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 *Student Academic Support Committee* and Program Director/s.

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.

## Review schedule

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

Version History				
Version	Approved	Approval	Revision notes:	Next review date:

number:	by:	date:		
1	Academic Board	4/10/2018	Approved	4/10/2021
2	Academic Board	28/08/23	Standard review. Program Director to update and determine specific special considerations.	28/08/26
3	Academic Board	23/10/23	Reviewed and separate procedure created. Included information about learning disabilities and clarified circumstances and what was needed to apply for Special Considerations. Action item 12.c. of Academic Board meeting.	23/10/26

End of document: "Special Consideration Policy"

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## Related Documents

		<a href="#">Disability Support Policy</a>
		<a href="#">Examinations Policy</a>
		<a href="#">Moderation Policy</a>
		<a href="#">Program Review and Continual Improvement Policy</a>
		<a href="#">Special Consideration Policy</a>
		<a href="#">Complaints and Appeals Policy</a>
		<a href="#">Dean</a>
		<a href="#">Certification Guidelines</a>
		<a href="#">Corporate Governance Board - Terms of Reference</a>