

Special Consideration and Extension Policy and Procedure		
Code: A1.20	Area: Academic	
Policy Owner: Academic Board	Version #: 1.7	Date: 15 Sep 2022
Policy Developer/Reviewer: QAM	Review date: 29 Nov 2024	

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	AB	8 Mar 2018	New document
1.1	PRG	24 Apr 2018	Adds to Supporting Documentation.
1.2	PRG	26 Jun 2018	Additional information added for Appeals.
1.3	AB	29 Sep 2020	Clarified that disadvantaged groups are a special consideration criterion and that late applications are permissible in cases of serious injury or illness. Clarified the internal process by which SITCM processes and records special consideration applications.
1.4	PRG	1 Dec 2020	Adjusted the timeframe for the applications section to allow applications more than 5 days before the assessment deadline; allowed extensions of up to 9 months for clinic assessments in exceptional circumstances.
1.5	PRG	2 Jun 2021	Special consideration invalidated by a student submitting the assessment or sitting the exam.
1.6	AB	29 Nov 2021	Allowed deadlines to be extended up to 1 year for exceptional circumstances; transferred extensions to this policy for conciseness.
1.7	PRG	15 Sep 2022	Revised to merge the special consideration & extension application forms into 1 single form.

PURPOSE AND SCOPE

The aim of this policy is to:

- Equitably and fairly treat students who are unable to complete assignments or exams on time due to unexpected circumstances beyond their control.
- Define the minimum criteria for granting and receiving special consideration and extensions.
- Outline the special consideration and extension procedures of SITCM.

This policy applies to all students in the Bachelor of Traditional Chinese Medicine (BTCM) at the Sydney Institute of Traditional Chinese Medicine (SITCM).

1 OVERVIEW

The Sydney Institute of Traditional Chinese Medicine (SITCM) is committed to equity and fairness in learning. It recognises that extenuating circumstances beyond a student's control may adversely affect their ability to complete assessment tasks on normal due dates.

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2021*, in particular Standard 1.4 Learning Outcomes and Assessment.

2 POLICY

2.1 ELIGIBILITY

- 1) If minor extenuating circumstances prevent a student from completing an assignment by the normal deadline, they may apply for an extension.
 - a. Minor extenuating circumstances are:
 - i. Unexpected;
 - ii. Outside a student's control;
 - iii. Likely to impact the student for between one (1) and three (3) consecutive calendar days in the two (2) weeks preceding the assignment deadline.
- 2) If minor extenuating circumstances prevent a student from completing an exam on the exam date, they may apply for an exam deferral.
 - a. Minor extenuating circumstances are:
 - i. Unexpected;
 - ii. Outside a student's control; and
 - iii. Likely to impact the student on the exam date.
- 3) If a significant impairment prevents a student from completing an assessment by the normal deadline, they may apply for special consideration.
 - a. Significant impairments are:
 - i. Unexpected;
 - ii. Outside a student's control; and
 - iii. Likely to impact the student for more than three (3) calendar days in the two (2) weeks preceding the assessment deadline.
- 4) Circumstances that are grounds for an extension or special consideration include, but are not limited to:
 - i. A medical condition or medical event that impairs a student's ability to actively engage in their studies.
 - ii. Psychological trauma arising from an event, such as:
 1. Being the victim of a crime.
 2. Extraordinary natural event (e.g., earthquake, bushfire or flooding).
 - iii. Physical trauma leading to impairment or incapacity.
 - iv. Personal hardship, significant loss or bereavement, such as:
 1. Death of an immediate family member.
 2. Relationship breakdown when cohabiting.
 - v. Active participation in elite sporting or cultural events, military service, or jury duty.
- 5) The following are not grounds for special consideration or an extension:
 - a. Misreading the *Unit Guide*.
 - b. Organising conflicting travel arrangements.
 - c. Poor time management.
 - d. Social or 'weekend' sporting activities.
 - e. Loss of data or assessment work.
 - f. Workload, including study, paid/volunteer employment and ongoing care-giving duties.
 - g. Planned events such as weddings or moving house.
 - h. Minor illness such as mild colds or minor injuries (such as mild sprains).

- 6) Applications cannot be approved if the student has already submitted the assessment or completed the exam.

2.1.1 EVIDENCE

- 1) Applications for special consideration or extension must be submitted with supporting evidence.
 - a. Applications without supporting evidence will be automatically rejected.
 - b. Supporting evidence may include, but is not limited to:
 - i. For a medical condition, illness or injury:
 1. The completed Medical Certificate section of the *Special Consideration and Extension Form*.
 2. A medical certificate, which must include:
 - A. The name, register number and contact details of the medical practitioner.
 - B. The date and place the medical examination took place.
 - C. The severity and duration of the medical issue.
 - D. The practitioner's opinion on the impact or effect of the impairment on the student's study.
 3. Letter(s) from a counsellor or other mental health practitioner.
 4. An accident report.
 - ii. For personal hardship, significant loss or bereavement:
 1. Death certificate.
 2. Bereavement notice.
 - iii. For trauma:
 1. Photographs of natural disaster impact.
 2. Police report.
 - iv. For active participation in elite sporting or cultural events, military service, or jury duty:
 1. A letter from an organising body (e.g. sporting or cultural).
 2. Military documentation.
 3. Jury duty attendance documentation.
 - c. SITCM may accept a Statutory Declaration if no other supporting evidence is available.
 - d. A pharmacist certificate is not accepted by SITCM as supporting evidence.

2.2 APPLICATION DEADLINES

2.2.1 ASSIGNMENT EXTENSIONS

- 1) A student must apply for an assignment extension before the assignment deadline.
- 2) Whatever assignment is submitted by the extended deadline will be deemed the student's final submission and marked accordingly.
 - a. If no assignment is submitted by the extended deadline, the first assignment to be submitted in the ten (10) days after the assessment deadline will be deemed the student's final submission and marked accordingly.
 - b. If no assignment is submitted by ten (10) days after the extended deadline, the assignment will automatically receive a grade of 0 in accordance with the *Student Assessment Policy and Procedure*.

2.2.2 EXAM DEFERRALS

- 1) A student may apply for an exam deferral if:
 - a. They submit the application before the exam time; or
 - b. They submit the application no more than three (3) calendar days after the exam time, and:
 - i. They did not attend the exam; and
 - ii. They contacted the Administration Office by the day following the exam and provided a valid reason for not being able to attend.
- 2) A student is permitted to attempt an exam once only, unless:
 - a. The student is invited to take a supplementary exam in accordance with the *Student Assessment Policy and Procedure*; or
 - b. A genuine emergency (e.g., natural disaster) occurs during the student's first attempt which prevents them from completing the exam.

2.2.3 SPECIAL CONSIDERATION

- 1) Applications for special consideration can be made before an assessment due date, on an assessment due date or up to five (5) business days after an assessment deadline.
 - a. Special consideration applications made more than five (5) business days after the assessment due date will be automatically rejected, unless a significant impairment (e.g., critical illness or injury) renders it impossible for the applicant to apply by the required deadline.
- 2) Whatever assignment is submitted by the extended deadline will be deemed the student's final submission and marked accordingly.
 - a. If no assignment is submitted by the extended deadline, the first assignment to be submitted in the ten (10) days after the assessment deadline will be deemed the student's final submission and marked accordingly.
 - b. If no assignment is submitted by ten (10) days after the extended deadline, the assignment will automatically receive a grade of 0 in accordance with the *Student Assessment Policy and Procedure*.

2.3 SUBMISSION OF APPLICATIONS

- 1) An application is only considered submitted when the Administration Office receives both a completed *Special Consideration and Extension Form* and supporting evidence from the student by email administration@sitcm.edu.au.
 - a. The *Special Consideration and Extension Form* is available from the Administration Office or the SITCM website's [HE Manual, Policies & Forms](#) page.

2.4 PRELIMINARY REVIEWS

- 1) Upon receiving an application, the Administration Office conducts a preliminary review to ensure that:
 - a. The *Special Consideration and Extension Form* is complete;
 - b. All relevant application deadlines were met; and
 - c. Valid supporting evidence is provided.
- 2) The preliminary review must produce one of the following outcomes within one (1) business day of the student submitting the application.
 - a. The application passes the preliminary review, and the Administration Office provides it to the Course Coordinator for assessment.
 - b. The application does not pass the preliminary review, and the Administration Office emails the student to:

- i. Notify them of the outcome;
- ii. Explain why the application did not pass the preliminary review; and
- iii. Inform them that they can re-apply within three (3) business days if the re-application addresses all issues that caused the application to fail the preliminary review.

2.5 ASSESSING APPLICATIONS

- 1) The Course Coordinator or their nominated delegate assesses all applications.
- 2) Criteria which are considered when assessing an application include (but are not limited to):
 - a. The severity of the event.
 - b. Student performance in other assessment tasks in the unit that they are applying for an extension.
 - c. The student's academic standing in other units and in the course overall.
 - d. Any history of previous applications for extensions, especially where they highlight a chronic problem.
 - e. Whether the student is a member of a disadvantaged group, as defined in the *Diversity and Equity Policy and Procedure*.

2.6 OUTCOMES

- 1) After assessing the application, the Course Coordinator or nominated delegate either approves or rejects it.
- 2) If an application is approved, the Course Coordinator or nominated delegate decides the appropriate adjustment:
 - a. For assignment extensions, the student can be granted an extension of up to two (2) weeks after the original assignment deadline.
 - b. For deferred exams, the student can be permitted to sit a deferred exam.
 - c. For special consideration, any combination of the following adjustments can be chosen:
 - i. The deadline(s) for one or more affected assignments are reset to a period of up to six (6) months after their respective original due dates.
 - ii. The student is permitted to complete one or more deferred exams.
 - iii. The student is granted alternative assessment tasks to replace the original assessment tasks.
 - iv. Marks obtained for all other assessment tasks that the student completed in the unit are pro-rated to achieve a final percentage result.
 - v. The student is allowed to discontinue from the unit without failure.
- 3) Regardless of the outcome:
 - a. The Course Coordinator or nominated delegate notifies the Administration Office of the outcome.
 - i. For assignment extensions, this must occur within two (2) business days of the Course Coordinator or delegate receiving the application.
 - ii. For exam deferrals, this must occur within three (3) business days of the Course Coordinator or delegate receiving the application.
 - iii. For special consideration, this must occur within three (3) business days of the Course Coordinator or delegate receiving the application.
 - b. The Administration Office notifies the student of the outcome.
 - i. If the outcome is rejection, the notification must inform the student of their right to appeal within five (5) business days.

- c. If the outcome is approval, the Administration Office must notify the relevant unit lecturer.
 - i. If the outcome involves the deferral of a final exam, the Administration Office must also arrange for the student to complete the deferred exam in the Deferred and Supplementary Exam Period.
- d. The Administration Office stores the *Special Consideration and Extension Form* and evidence in the student file.
- e. The Administration Office records the details of the decision in the *Special Consideration and Extension Register*, which is reviewed at every Teaching and Learning Committee meeting.

2.6.1 EXTENUATING CIRCUMSTANCES

- 1) If a student receives special consideration but is still unable to complete an assessment within the required timeframe due to reasons associated with their significant impairment (e.g. their illness or injury requires longer recovery time), then they may be allowed a longer timeframe to complete that assessment.
- 2) Extenuating circumstances must be ongoing and result from the initial significant impairment for which special consideration was approved.
- 3) Applications for extenuating circumstances must be made to the Dean by email no more than five (5) business days after the extended assessment deadline that was granted for the original special consideration.
 - a. All applications must be in writing and must have supporting documentation.
 - b. The Dean may follow up with the student's health practitioner before making a determination.
- 4) If exceptional circumstances (relative to other special consideration cases) apply, the maximum time allowed to complete the assessment becomes 12 months after the original assignment deadline.

2.7 APPEALS

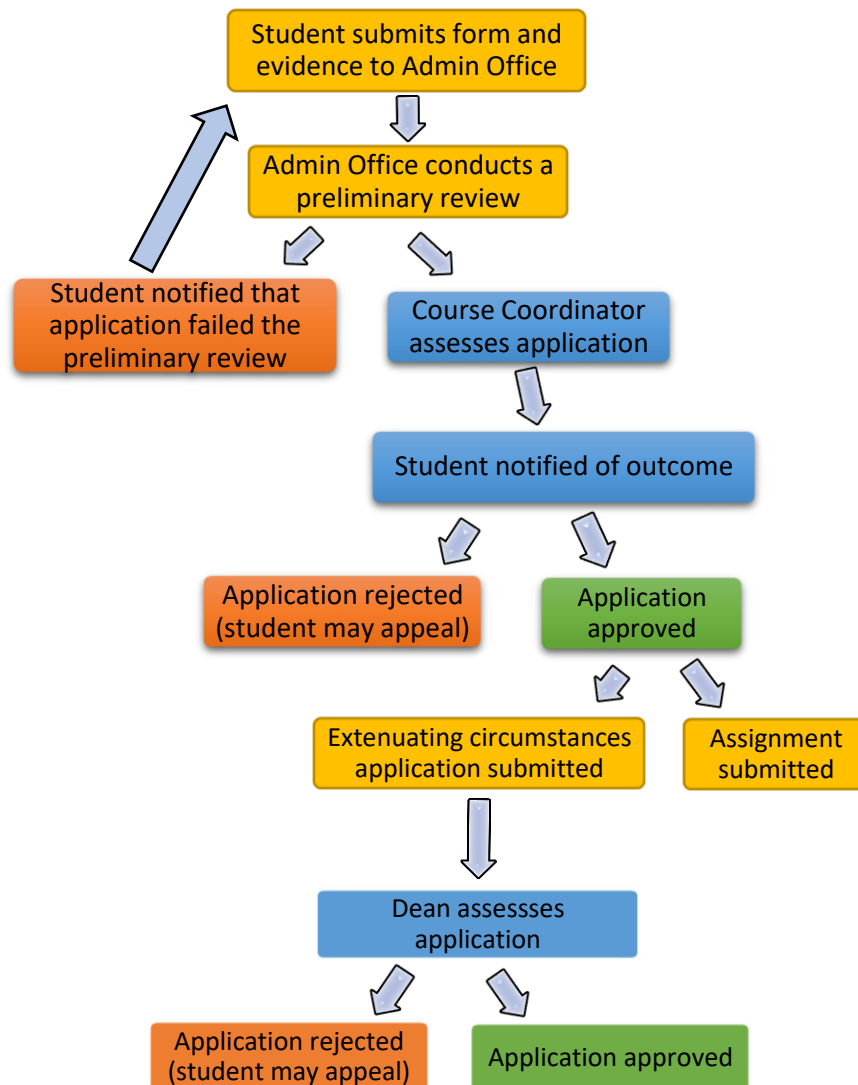
- 1) Students may appeal a decision made by the Course Coordinator or nominated delegate under this policy.
 - a. Appeals must be made within five (5) business days of the outcome being emailed to the student.
- 2) Appeals begin at Stage 2 of the *Academic Grievance Policy and Procedure*.

3 PROCEDURE

3.1 GENERAL PROCEDURE

- 1) A student submits a *Special Consideration and Extension Form* with accompanying supporting evidence to the Administration Office by the relevant application deadline.
- 2) The Administration Office conducts a preliminary review and provides an outcome within one (1) business day of receiving the submission.
 - a. If the application passes the preliminary review, the Administration Office sends it to the Course Coordinator or nominated delegate (the assessor) for assessment.
 - b. If the application does not pass the preliminary review, the Administration Office notifies the student.
- 3) If the application is sent to an assessor, that person must conduct the assessment.
- 4) The assessor notifies the Administration Office of the assessment outcome.

- a. For assignment extensions, this notification must occur within one (1) business day of the assessor receiving the application.
 - b. For exam deferrals, this must occur within three (3) business days of the assessor receiving the application.
 - c. For special consideration, this must occur within three (3) business days of the assessor receiving the application.
- 5) The Administration Office notifies the student and relevant lecturer of the outcome.
- a. Students who wish to appeal an assessor’s decision must make the application within five (5) business days of receiving the decision.
- 6) If a student who receives special consideration is unable to complete the assignment by an extended deadline due to reasons associated with their significant impairment, they can apply to the Dean by email no more than five (5) business days after the extended assessment deadline.
- a. The Dean or nominated delegate must provide an outcome within five (5) business days of receiving the application.



4 RELATED POLICY AND OTHER DOCUMENTATION

- 1) Higher Education Standards Framework (Threshold Standards) 2021.
- 2) Student Assessment Policy and Procedure.
- 3) Academic Grievance Policy and Procedure.
- 4) Special Consideration Application Form.
- 5) Diversity and Equity Policy and Procedure.
- 6) Special Consideration and Extension Register.