

Special Consideration Policy and Procedure		
Code: A1.20	Area: Academic	
Policy Owner: Academic Board	Version #: 1.5	Date: 2 Jun 2021
Policy Developer/Reviewer: QAM	Review date: 28 Sep 2023	

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Academic Board	8 Mar 2018	New document
1.1	PRG	24 Apr 2018	Adds to the Supporting Documentation section
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 for extenuating circumstances to permit 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.

PURPOSE AND SCOPE

The aim of this policy is:

- Equitably and fairly treat students who due to a range of circumstances are unable to complete assessments on time but would typically have been capable of doing so.
- Define the minimum criteria for granting and receiving special consideration.
- Outline the special consideration procedures for students and staff 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 its learning and teaching. It recognises that a significant impairment may adversely affect student's 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 FOR SPECIAL CONSIDERATION

A student whose work has been or would be significantly impaired by events outside their control may be eligible for special consideration.

2.2 DEFINITIONS OF SIGNIFICANT IMPAIRMENT

- 1) Significant impairment includes, but is not limited to:
 - a. A serious medical condition or medical event that impairs a student's ability to actively engage in their studies.
 - b. Psychological trauma arising from an event, such as:
 - i. Being the victim of a crime.
 - ii. Extraordinary event (e.g. earthquake, bushfires or flooding).
 - c. Physical trauma leading to impairment or incapacity.
 - i. Injury arising from an accident.
 - ii. Injury arising from being the victim of a crime.
 - d. Personal hardship, significant loss or bereavement, such as:
 - i. Death of a close family member or close friend depending on the circumstances.
 - ii. Relationship breakdown when cohabiting.
 - e. Active participation in elite sporting or cultural events, military service, or jury duty.
- 2) Significant impairment does not include:
 - a. Workload, including study, and paid/volunteer employment.
 - b. Minor illness such as colds, minor injuries (such as mild sprains), or mild sickness.
 - c. Social or 'weekend' sporting activities.
 - d. Loss of data or assessment work.
- 3) Students may apply for minor in-class extensions for impairments that do not meet the special consideration criteria (please consult the *Student Assessment Policy and Procedure*).

2.3 APPLICATIONS FOR SPECIAL CONSIDERATION

2.3.1 SPECIAL CONSIDERATION APPLICATION FORM

- 1) Applications for special consideration must be made by the student on the *Special Consideration Application Form* and will not be accepted in any other format.
- 2) Applications for special consideration must be submitted to the Administration Office within the timeframes specified in 2.3.2 below.

2.3.2 TIMEFRAMES

- 1) Applications for special consideration must be made no more than five (5) business days after the due date of the assessment or exam.
 - a. Special consideration applications made more than five (5) business days after the due date of the assessment or exam 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) Special consideration will not be approved if the student has already submitted the assessment or attempted the exam.

- 3) If special consideration is approved and the student then submits the assessment, the submission will be deemed the student's final submission and marked accordingly.
 - a. An exception will be made if, prior to submission, the student sends an email to the assessor clearly stating that the document is not to be considered their final submission.
- 4) A student is permitted to attempt an exam once only, unless:
 - a. The student is invited to take a supplementary exam in accordance with Section 2.7 of the *Student Assessment Policy and Procedure*; or
 - b. A genuine emergency occurs during the student's first attempt, which prevents them from completing the exam.

2.3.3 SUPPORTING DOCUMENTATION

- 1) All applications for special consideration must include supporting documentation.
 - a. Applications without supporting documentation will be rejected.
 - b. Providing supporting documentation does not guarantee that special consideration will be granted.
- 2) Supporting documentation may include, but is not limited to:
 - a. A medical condition, acute illness or injury that impairs a student's ability to actively engage in their studies. Students must include one of the following with their application:
 - c. The completed Medical Certificate section of the *Special Consideration Form*.
 - d. A medical certificate, which must include:
 1. Name, register number and contact details of the medical practitioner.
 2. The date and place the medical examination took place.
 3. The severity and duration of the medical issue.
 4. The practitioner's opinion on the effect of the impairment.
 - e. Letters from a counsellor or other mental health practitioner.
 - f. Accident report.
 - b. Personal hardship, significant loss or bereavement:
 - i. Death certificate.
 - ii. Bereavement notice.
 - c. Trauma:
 - i. Photographs of natural disaster impact.
 - ii. Police report.
 - d. Active participation in elite sporting or cultural events, military service, or jury duty:
 - i. A letter from an organising body (e.g. sporting or cultural).
 - ii. Military documentation.
 - iii. Jury Duty attendance documentation.
 - e. SITCM may accept a Statutory Declaration if no other supporting evidence is available.
- 3) A pharmacist certificate is not accepted by SITCM as supporting documentation.

2.4 DETERMINING SPECIAL CONSIDERATION

2.4.1 WHO DETERMINES SPECIAL CONSIDERATION

- 1) The Course Coordinator determines whether students may receive special consideration.

- 2) The Course Coordinator may nominate another senior staff member to consider a special consideration application.

2.4.2 CRITERIA FOR DETERMINING SPECIAL CONSIDERATION

- 1) Special consideration is provided to students whose academic performance in a unit or course has been significantly impaired by circumstances beyond their control (as defined in Section 2.2).
- 2) Applications for special consideration must:
 - a. Be made by the student on the *Special Consideration Application Form*.
 - b. Be based on a significant impairment.
 - c. Have supporting documentation.
- 3) Other criteria which may be considered when determining special consideration include (but are not limited to):
 - a. The severity of the event.
 - b. Student performance in other assessment tasks in the unit they are applying for special consideration.
 - c. The student's academic standing in other units and the course.
 - d. Any history of previous applications for special consideration, 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*.

2.5 OUTCOMES

- 1) After reviewing the special consideration application, the Course Coordinator will choose to either grant or not grant special consideration.
- 2) Students will be notified in writing within five (5) working days of making the application.
- 3) The Administration stores the *Special Consideration Application Form* in the student file.
- 4) 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.

2.5.1 SPECIAL CONSIDERATION IS NOT GRANTED

- 1) No action is taken.

2.5.2 SPECIAL CONSIDERATION IS GRANTED

- 1) The assignment deadline may be reset.
- 2) The student may be granted an alternative assessment task to replace the original assessment task.
- 3) Marks obtained for all other assessment tasks that the student completed in the unit may be pro-rated to achieve a final percentage result.
- 4) The student may be allowed to discontinue from the unit without failure.

2.6 EXTENUATING CIRCUMSTANCES

- 1) If a student receives special consideration but is still unable to complete the 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 their work.

- 2) Applications for extenuating circumstances must be made to the Dean 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.
- 3) The maximum time a student will be allowed to complete assessment tasks is six (6) months after the due date of the assessment, unless the assessment is for the Clinical Practicum and exceptional circumstances (relative to other special consideration cases) apply, in which case the maximum time allowed to complete assessment tasks is nine (9) months.
- 4) Extenuating circumstances must be ongoing and result from the initial significant impairment.

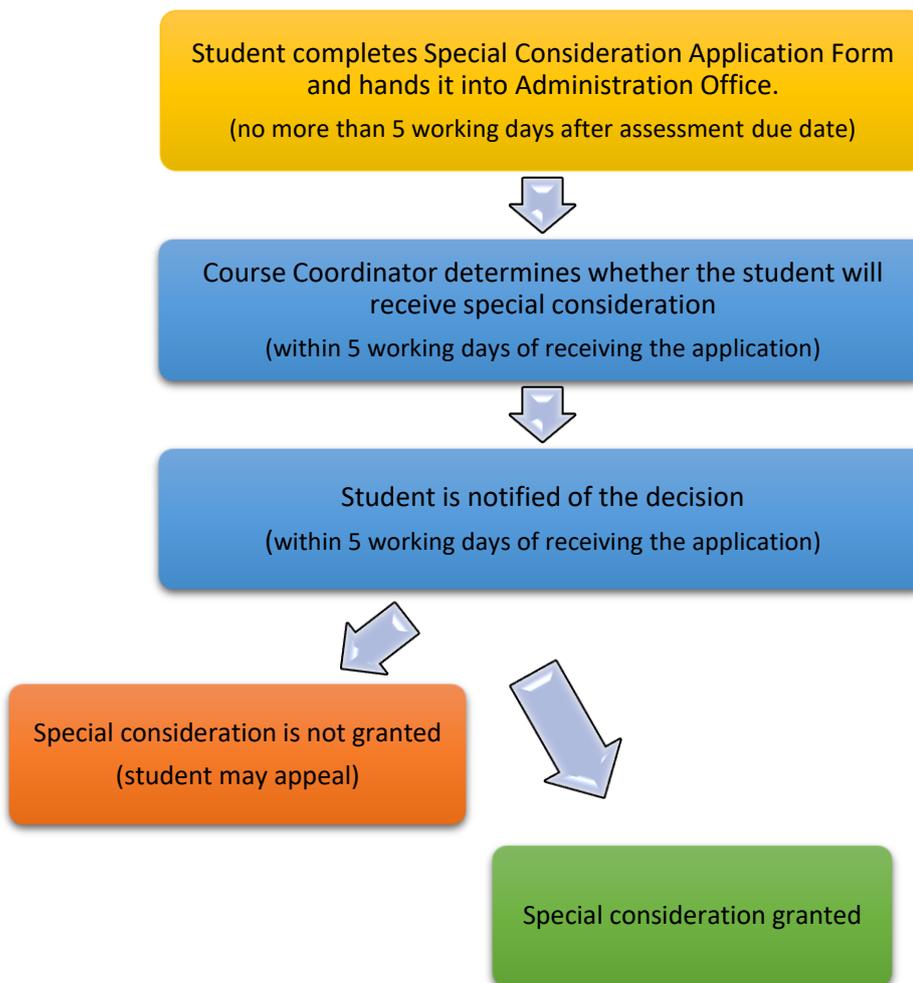
2.7 APPEALS

- 1) Students may make an appeal against a decision made regarding special consideration.
 - a. Appeals must be made within five (5) business days of the decision being emailed to the student.
- 2) Students must follow the *Academic Grievance Policy and Procedure* when making their appeal.
 - a. A special consideration appeal begins at Stage 2 of the Academic Grievance Procedure.

3 PROCEDURE

3.1 SPECIAL CONSIDERATION PROCEDURE

- 1) A student submits a *Special Consideration Application Form* to the Administration Office.
 - a. All supporting documentation must be included.
 - b. The application must be made within five (5) business days of the assessment due date/examination date.
- 2) The Administration Office dates the form and sends it to the Course Coordinator.
- 3) The Course Coordinator determines whether the student will receive special consideration by returning a completed *Special Consideration Application Form* to the Administration Office.
- 4) The Administration Office provides the student with written notification of the decision within five (5) business days of the student applying.
- 5) If the special consideration application is successful, the student may:
 - a. Have the assessment deadline reset.
 - b. Be granted an alternative but equivalent assessment task.
 - c. Have their marks for other assessments pro-rated for a final grade.
 - d. Discontinue from the unit without failure.
- 6) If the special consideration application is successful, the Administration Office will notify the relevant assessor.
- 7) Students who wish to appeal the decision must make the application within five (5) business days of receiving the decision.

3.2 SPECIAL CONSIDERATION PROCEDURE FLOW CHART**4 RELATED POLICY AND OTHER DOCUMENTATION**

- 1) Higher Education Standards Framework (Threshold Standards) 2021.
- 2) A1.06 Student Assessment Policy and Procedure.
- 3) A1.14 Academic Grievance Policy and Procedure.
- 4) Special Consideration Application Form.
- 5) E2.04 Diversity and Equity Policy and Procedure.
- 6) Special Consideration and Extension Register.