

Special Consideration and Extension Policy and Procedure		
Code: A1.20	Area: Academic	
Policy Owner: Academic Board	Version #: 1.6	Date: 29 Nov 2021
Policy Developer/Reviewer: QAM	Review date: 28 Sep 2023	

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.

PURPOSE AND SCOPE

The aim of this policy is to:

- Equitably and fairly treat students who due to a range of circumstances are unable to complete assessments on time but would typically be capable of doing so.
- 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 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

- 1) If minor extenuating circumstances prevent a student from completing an assessment by the normal deadline, they may apply for an extension.
- 2) If a significant impairment prevents a student from completing an assessment by the normal deadline, they may apply for special consideration.
 - a. Significant impairment includes, but is not limited to:
 - i. A serious 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 a close family member or close friend depending on the circumstances.
 2. Relationship breakdown when cohabiting.
 - v. Active participation in elite sporting or cultural events, military service, or jury duty.
- 3) 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 and paid/volunteer employment.
 - g. Minor illness such as colds, minor injuries (such as mild sprains), or mild sickness.

2.2 EXTENSIONS

2.2.1 ASSIGNMENT EXTENSIONS

- 1) In the case of minor extenuating circumstances, a student may apply for an assignment extension if:
 - a. The student has not yet submitted the assignment; and
 - b. The assignment deadline has not yet passed.
- 2) Whenever a student submits an assignment after applying for an extension, 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.

2.2.2 EXAM EXTENSIONS

- 1) In the case of minor extenuating circumstances, a student may apply for an exam extension if:
 - a. They submit the application before the exam time; or
 - b. They submit the application within three (3) days of the exam time, and:
 - i. They did not attend the exam; and

- ii. They contact the Administration Office by the day following the exam and provide 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 occurs during the student's first attempt which prevents them from completing the exam.

2.2.3 GENERAL EXTENSION REQUIREMENTS

- 1) All applications must be submitted to the Administration Office using an *Extension Form*.
 - a. This form is available from the Administration Office or the SITCM website's [HE Manual, Policies & Forms](#) page.
- 2) The Administration Office will provide the *Extension Form* to the Course Coordinator, who decides whether the application is approved or rejected.
 - a. The Course Coordinator may nominate another senior staff member to consider an extension application.
- 3) The Course Coordinator will complete the relevant section of the *Extension Form* and provide it to the Administration Office.
- 4) Within two (2) days of receiving the completed *Extension Form* from the Course Coordinator, the Administration Office will notify the student of the student's application outcome.
- 5) If the student's application is successful, the Administration Office will notify the relevant assessor.
- 6) Except in exceptional circumstances, a student will be offered only one (1) extension for any particular assessment task.
- 7) Except in exceptional circumstances, a maximum extension of two (2) weeks will be granted.
 - a. If an extension is granted for a final exam, the student is allowed to sit the deferred exam.
- 8) Applications for assessment extensions may be rejected if the Course Coordinator has justifiable reasons to believe that the student is seeking to gain an unfair advantage through deferred assessment.
 - a. This judgement will be made with consideration of the particular circumstances of the student, the student's academic record and the student's history of assessment extension applications.

2.3 SPECIAL CONSIDERATION

2.3.1 APPLYING FOR SPECIAL CONSIDERATION

- 1) Applications for special consideration must be submitted to the Administration Office using the *Special Consideration Application Form* and include supporting documentation.
 - a. Applications without supporting documentation will be automatically rejected.
 - b. Supporting documentation 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 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 effect of the impairment.
 1. Letter(s) from a counsellor or other mental health practitioner.
 2. 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 documentation.
- 2) 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.
- 3) Special consideration will not be approved if the student has already submitted the assessment or attempted the exam.
- 4) 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.
- 5) 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.

2.3.2 DETERMINING SPECIAL CONSIDERATION

- 1) The Course Coordinator or their nominated delegate determines whether students may receive special consideration.
- 2) Special consideration is only provided to students whose academic performance has been significantly impaired by circumstances beyond their control (as defined in Section 2.1), as demonstrated by supporting documentation.

- 3) 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 that they are applying for special consideration.
 - c. The student's academic standing in other units and in the course overall.
 - 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*.

2.3.3 OUTCOMES

- 1) After reviewing the special consideration application, the Course Coordinator or nominated delegate will choose to either grant or not grant special consideration.
- 2) Regardless of the outcome, the following action must be taken:
 - a. The student receives written notification of the outcome within five (5) working days of making the application.
 - b. The Administration stores the *Special Consideration Application Form* in the student file.
 - c. 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.
- 3) If special consideration is granted, the following further action may be taken:
 - a. The assignment deadline may be reset.
 - b. The student may be granted an alternative assessment task to replace the original assessment task.
 - c. Marks obtained for all other assessment tasks that the student completed in the unit may be pro-rated to achieve a final percentage result.
 - d. The student may be allowed to discontinue from the unit without failure.
- 4) If special consideration is not granted, no other action is taken.

2.3.4 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 exceptional circumstances (relative to other special consideration cases) apply, in which case the maximum time allowed to complete assessment tasks is twelve (12) months.
- 4) Extenuating circumstances must be ongoing and result from the initial significant impairment for which special consideration was approved.

2.4 APPEALS

- 1) Students may make an appeal against a decision made regarding special consideration or an extension.
 - 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

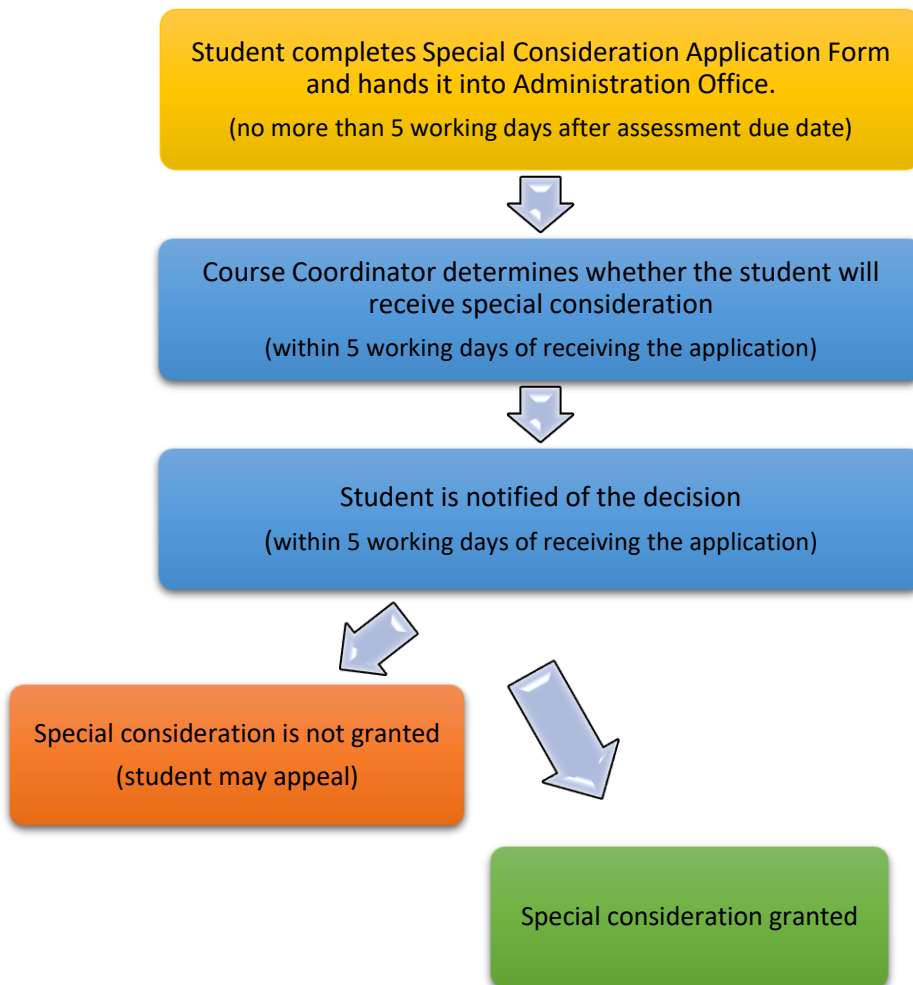
3.1 EXTENSION PROCEDURE

- 1) A student submits an *Extension Form* to the Administration Office.
- 2) The Administration Office sends the application to the Course Coordinator for consideration.
- 3) The Course Coordinator assesses the application and gives a decision by providing a completed *Extension Form* to the Administration Office.
- 4) The Administration Office notifies the student of the Course Coordinator's decision in writing, within two (2) business days of the student's application.
- 5) If the application is successful, the Administration Office also notifies the relevant assessor.
- 6) If an exam extension is approved, the Administration Office arranges for the student to complete a supplementary exam in the Deferred and Supplementary Exam Period.

3.2 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 Administration Office will notify the relevant assessor.
- 6) Students who wish to appeal the decision must make the application within five (5) business days of receiving the decision.

3.3 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.