

| Special Consideration Policy and Procedure | | |
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| Policy Owner: Academic Board | Version #: 1.2 | Date: 26/06/2018 |
| Policy Developer/Reviewer: QAO/Dean | Review date: 26/06/2021 | |

VERSION HISTORY

| Version | Updated by | Approval Date | Details |
|---------|------------|---------------|---|
| 0.1 | QAO | 07/01/18 | Document creation |
| 1.0 | QAO | 08/03/18 | Approved by Academic Board. |
| 1.1 | QAO | 24/04/18 | Addendums to the Supporting Documentation section. Approved by PRG. |
| 1.2 | QAO | 26/06/18 | Additional information added for Appeals. Approved by PRG. |

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.

Information about this policy will be made available to students via the SITCM website and on the student Learning Management System.

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

Significant impairment includes, but is not limited to:

- 1) A serious medical condition or medical event that impairs a student's ability to actively engage in their studies.

- 2) Psychological trauma arising from an event, such as:
 - a. Being the victim of a crime.
 - b. Extraordinary event (e.g. earthquake, bushfires or flooding).
- 3) Physical trauma leading to impairment or incapacity.
 - a. Injury arising from an accident.
 - b. Injury arising from being the victim of a crime.
- 4) Personal hardship, significant loss or bereavement, such as:
 - a. Death of a close family member or close friend depending on the circumstances.
 - b. Relationship breakdown when cohabiting.
- 5) Active participation in elite sporting or cultural events, military service, and jury duty.

Significant impairment does NOT include:

- 1) Workload, including study, and paid/volunteer employment.
- 2) Minor illness such as colds, minor injuries (such as mild sprains), or mild sickness.
- 3) Social or 'weekend' sporting activities.
- 4) Loss of data or assessment work.

Students may apply for minor In-Class extensions for impairments that do not meet the Special Consideration criteria. For more information 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*. Applications for Special Consideration will not be accepted in any other format, e.g. via email or in person.
- 2) Applications for Special Consideration need to be handed in to the office.
 - a. Applications for Special Consideration may be handed in to a staff member.
 - b. Applications for Special Consideration may be emailed to the office. Applications must be received by the office within the timeframes specified in 2.3.2 below.

2.3.2 TIME FRAMES

- 1) Applications for Special Consideration must be made within five (5) business days of the due date of the assessment or exam.
 - a. Applications for Special Consideration may be made within five (5) business days BEFORE the due date of the assessment or exam.
 - b. Applications for Special Consideration may be made within five (5) business days AFTER the due date of the assessment or exam.
- 2) Special Consideration applications made after five (5) business days will be automatically rejected.
- 3) Special Consideration applications may be made more than five (5) business days before the due date of the assessment or exam. These will be considered on a case-by-case basis.

2.3.3 SUPPORTING DOCUMENTATION

ALL applications for Special Consideration must include supporting documentation.

Applications without supporting documentation will be rejected automatically.

Providing supporting documentation does not guarantee that special consideration will be granted.

Supporting documentation may include, but is not limited to:

- 1) A medical condition, acute illness or injury that impairs a student's ability to actively engage in their studies. Students must include one of a. or b. with their application.
 - a. Completion of the Medical Certificate Form section of the *Special Consideration Form*.
 - b. Medical certificate which must include:
 - i. Name, register number and contact details of the medical practitioner.
 - ii. The date and place the medical examination took place.
 - iii. The severity and duration of the medical issue.
 - iv. The practitioner's opinion on the effect of the impairment.
 - c. Letters from a counsellor or other mental health practitioner.
 - d. Accident report.
- 2) Personal hardship, significant loss or bereavement:
 - a. Death certificate
 - b. Bereavement notice
- 3) Trauma:
 - a. Photographs of natural disaster impact.
 - b. Police report.
- 4) Active participation in elite sporting or cultural events, military service, and jury duty:
 - a. A letter from an organising body (e.g. sporting or cultural).
 - b. Military documentation.
 - c. Jury Duty attendance documentation.
- 5) SITCM may accept a Statutory Declaration if no other supporting evidence is available.

PLEASE NOTE

- 1) 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 Special Consideration.

2.4.2 CRITERIA FOR DETERMINING SPECIAL CONSIDERATION

Special Consideration applies to specific assessment items and not to unit, semester, or course work as a whole.

Applications for Special Consideration must:

- 1) Be made by the student on the Special Consideration Application Form.
- 2) Based on a significant impairment.
- 3) Have supporting documentation.

Other criteria which may be considered (but is not limited to) when determining Special Consideration include:

- 1) The severity of the event.

- 2) Student performance in other assessment tasks in the unit they are applying for Special Consideration.
- 3) The student's academic standing in other units and the course.
- 4) Any history of previous applications for Special Consideration, especially where they highlight a chronic problem.

2.5 OUTCOMES

After reviewing the Special Consideration application, the Course Coordinator will apply one of the following outcomes.

2.5.1 SPECIAL CONSIDERATION IS NOT GRANTED

- 1) No action is taken.

2.5.2 SPECIAL CONSIDERATION IS GRANTED

- 1) The student may be granted a later examination date, of not less than five (5) business days from the exam date and not more than 30 business days from the exam date.
- 2) The student may be granted an extension for the submission of work, of not less than five (5) business days and not more than 20 business days.
- 3) The student may be granted an alternative, but equivalent assessment task, due not less than five (5) business days and not more than 20 business days.

2.5.3 NOTIFICATION

Students will be notified in writing (email) typically within five (5) working days of making the application.

2.6 EXTENUATING CIRCUMSTANCES

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.

- 1) Applications for extenuating circumstances must be made to the Dean in writing and must have supporting documentation.
 - a. The Dean may follow up with the student's health practitioner before making a determination.
- 2) The maximum time a student will be allowed to complete assessment tasks is 6 months after the due date of the assessment.
- 3) Extenuating Circumstances must be ongoing and result from the initial significant impairment.

2.7 APPEALS

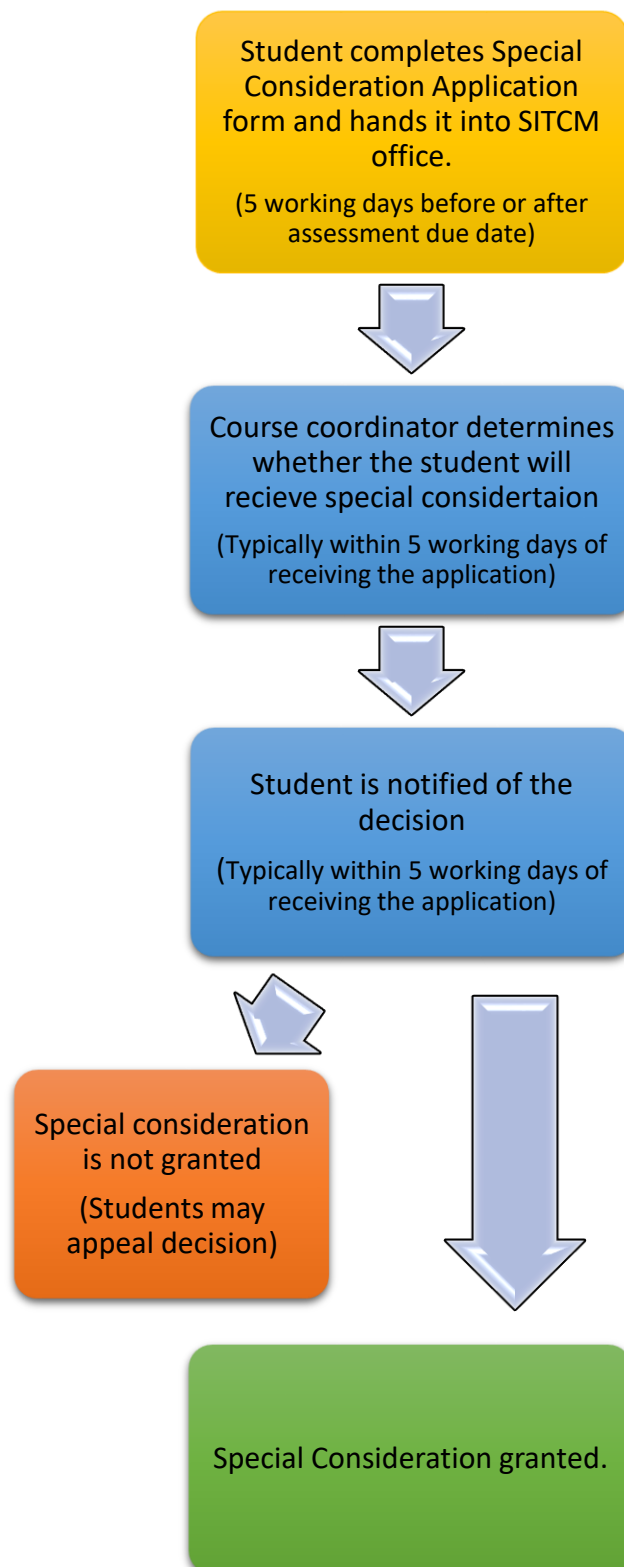
- 1) Students may make an appeal against a decision made regarding Special Consideration.
 - a. Appeals must be made within five (5) business days of the decision being emailed to the student.
- 2) Students must follow the *Academic Grievance Policy and Procedure* when making their appeal.
 - a. A Special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

3 PROCEDURE

3.1 SPECIAL CONSIDERATION PROCEDURE

- 1) Student makes application for Special Consideration on the *Special Consideration Application* form and hands it in at the SITCM 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) SITCM office receives and dates the form.
- 3) The Course Coordinator considers the application and determines whether the student will receive Special Consideration.
- 4) The student will be notified of the decision by SITCM email typically within five (5) business days of receiving the application.
- 5) If the Special Consideration is successful, the student may:
 - a. Be granted a later examination date (within 5 – 30 days).
 - b. Be granted an extension for submission of work (within 5 – 20 days).
 - c. Be granted an alternative but equivalent assessment task (within 5 – 20 days).
- 6) 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) A1.06 Student Assessment Policy and Procedure
- 2) A1.14 Academic Grievance Policy and Procedure
- 3) F1.14 Special Consideration Application Form