

Special Consideration Policy and Procedure

1. Purpose

This document outlines the policies and procedures in relation to special consideration. This document should be considered in conjunction with the Student Assessment Policy and Procedure.

EIA is committed to ensure equity through its policies, practices and approaches to teaching and learning and recognises that some students in the course of their studies at EIA, may experience extenuating circumstances, that may negatively impact on their academic performance. This document is designed to accommodate for these extenuating circumstances.

This policy complies with the Higher Education Standards (Threshold Standards) Framework 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically Section 1.4.

2. Scope

This policy applies to all EIA staff and students involved in special consideration applications.

3. Responsibility

The Academic Director is responsible for the implementation of this policy and procedure.

4. Definitions

Extenuating Circumstances: An extenuating circumstance is an unforeseen or unplanned situation that is beyond a student's control, and which may affect academic/workplace performance. Such a circumstance may be related to, but not limited to, medical conditions, death in the family, work requirements, or personal trauma.

Special Consideration: The process by which an assessor considers the extenuating circumstances that may be impacting on a student's academic performance and provides the equitable adjustments to the student's planned assessments.

5. Policy

5.1 EIA will grant special consideration to students who present evidence of extenuating circumstances that may have negatively impacted on their academic performance. To ensure a fair and equitable response, assessors may:

- provide an extension to the original deadline for the assessment task;
- provide an alternative form of assessment;
- allow the students to discontinue a unit without penalty;
- take no further action.

5.2 Students who are granted special consideration will not be receive allocated additional marks nor have their marks adjusted without first undertaking an alternative assessment.

5.3 Deferred examinations will only be granted to students who are able to prove that unexpected and/or exceptional circumstances prevented them from sitting a scheduled assessment item.

6 Procedures

6.1 Students applying for special consideration must complete the Special Consideration Application Form, attach supporting evidence and submit it to the Higher Education Administrator as soon as possible, but no later than three days (i.e. within 72 hours) of the assessment deadline. Supporting documentation (e.g. letters, Statutory Declarations, medical certificates) issued by a professional or authority (e.g. doctor, police etc.), date and on official letterhead. Copies must be certified.

6.2 Supporting documentation may include, but not limited to:

- police reports
- medical certificates
- death certificates
- statutory declarations

6.3 Applications without supporting documentation will not be considered.

6.4 The Higher Education Administrator processes review the application and the evidence provided to ensure the documents are in an appropriate form, then forward the application to the Course Coordinator for a final decision.

6.5 The Course Coordinator reviews the application and assesses whether the circumstances justify special consideration based on.

- the severity/seriousness of the event or circumstance
- the student's performance in previous assessments
- the student's track record for timely submissions.
- the student's history of requesting extensions

6.6 EIA may verify the authenticity of the supporting documents and contact the relevant parties to ensure they issued the documents to the students, as claimed.

6.7 The Course Coordinator may choose to interview the student to confirm details, where necessary.

6.8 The student will be notified of the outcome of their special consideration application in writing within ten (10) working days of receiving the application. If the special consideration application is unsuccessful, reasons for its rejection will be provided in this letter.

6.9 All applications including ten supporting documentation and outcomes, will be recorded and archived.

6.10 Students who are not satisfied with their application outcome can submit an appeal in accordance with the Student Grievance and Appeals Policy.

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1.1	Change company name to Edvantage Institute Australia (EIA); update responsibility