

Special Consideration Policy and Procedures

1. Purpose

This document outlines the policies and procedures in relation to Special Consideration and should be read in conjunction with the Student Assessment Policy and Procedure.

EIA is committed to ensuring equity through its policies, practices and approaches to teaching and learning. The institution recognises that some students in the course of their studies at EIA may experience extenuating circumstances beyond their control that may adversely affect their academic performance. This policy establishes a framework to ensure that such circumstances are considered in a fair, consistent, and transparent manner.

This policy complies with the Higher Education Standards Framework (Threshold Standards) 2021 under the Tertiary Education Quality and Standards Agency Act 2011 (Cth), specifically Section 1.4 Learning Environment, and aligns with the institutional responsibilities to provide appropriate support to students.

2. Scope

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

3. Responsibility

The Dean is responsible for implementing 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 where the original assessment cannot reasonably be completed;
- defer a scheduled examination, test, or presentation to a later approved date;
- adjust the assessment conditions, such as rescheduling a presentation, test, or other assessment activity;
- allow a resubmission opportunity where the assessment was affected by extenuating circumstances;
- allow the students to discontinue or withdraw from a unit without academic penalty where

the circumstances significantly affect their ability to complete the unit;

- take no further action, where the application does not meet the criteria or sufficient supporting evidence is not provided.

5.2 Students who are granted special consideration will not 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 normally submit their application within 72 hours of the assessment deadline. Late applications may be considered where the student can demonstrate that exceptional or compassionate circumstances prevented submission within the required timeframe. 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 For short-term circumstances affecting assessment submission, lecturers may grant an extension of up to three (3) calendar days for assessment tasks where appropriate.

This provision applies to assignments, reports, projects, or similar coursework assessments only. Extensions granted by lecturers do not apply to examinations, tests, quizzes, or scheduled presentations. Requests relating to these assessment types must be submitted through the Special Consideration application process.

Requests for extensions exceeding three (3) days must also be submitted through the Special Consideration process.

6.4 Student Services will receive Special Consideration applications and review supporting documentation to ensure the application is complete and submitted in accordance with the policy.

Where the application meets the criteria for standard adjustments (such as applications supported by appropriate documentation), Student Services may approve the request and notify the student of the outcome.

Where the application requires academic judgement, including alternative assessment arrangements, rescheduling of presentations, or deferred examinations, Student Services will consult with the Course Coordinator.

Complex or exceptional cases may be escalated to the Dean of Higher Education for final determination. Complex or exceptional cases, including those involving:

- withdrawal from a unit without academic penalty;
- multiple affected assessments or units; or
- disputed decisions.

6.5 EIA may verify the authenticity of the supporting documents and, where necessary, contact the relevant parties to confirm the validity of the submitted documents.

6.6 Students will be notified of the outcome of their special consideration application in writing

within ten (10) working days of the application being received. If the special consideration application is unsuccessful, the reasons for the decision will be provided.

6.7 All Special Consideration applications, supporting documentation, and decision outcomes will be recorded and maintained by Student Services for institutional record-keeping and quality assurance purposes.

6.8 Students who are not satisfied with the outcome of their Special Consideration application may submit an appeal in accordance with the Student Grievance, Complaints and Appeals Policy and Procedures.

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