

## Procedure Title

### Special Consideration Procedure

#### Preamble

Special consideration is provided in order to ensure all students have equal opportunity to achieve academic success.

This procedure is supported by:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Higher Education Standards Framework (Threshold Standards) 2021, Standards: 1.3 Orientation and Progression; 2.2 Equity and Diversity; and 2.3 Well-being and Safety

#### Purpose

This procedure outlines the process for obtaining special consideration in regard to assessments including assignments, in class tests or quizzes, final examinations and practicals.

#### Scope

This procedure applies to all Deakin College units and courses.

#### Policy

Assessment Policy

#### Related Documentation

Appeal Application

Deakin College Medical Practitioner Certificate

Special Consideration Application Form

Unit Outlines

#### Procedure

1. Deakin College provides special consideration to support students in maintaining their academic progress when unforeseen or exceptional circumstances arise. This support is intended for genuine cases of compassionate need that are beyond the student's control and is granted upon submission of appropriate supporting evidence.
2. Students must complete and submit an application online via the *Special Consideration Application Form*, within three (3) working days after the submission/timetabled date of the relevant piece of assessment.
3. Separate applications and supporting documentation must be submitted for each assessment for which the special consideration is requested. Please contact [dcoll-acadserv@deakin.edu.au](mailto:dcoll-acadserv@deakin.edu.au) if your extraordinary circumstances prevent you from submitting your Special Consideration Application online or within the three-working day time frame.
4. The Special Consideration Application, including the *Deakin College Medical Practitioner Certificate* can be accessed via the Student Hub within the Student Portal.

5. The Special Consideration Application must be accompanied by original and verifiable supporting documentation. The dates or duration that students have been impacted must be specified in the supporting documentation.

**Documentary Evidence Required:**

**5.1 Medical**

- Where the special consideration request relates to a medical condition, students are required to submit the *Deakin College Medical Practitioner Certificate*, fully completed, signed, stamped and dated by a registered medical practitioner.

Medical Certificate Form:

[http://public.deakincollege.edu.au/Documents/Deakin%20College%20Health%20Practitioner%20Certificate%20\(Special%20Consideration\).pdf](http://public.deakincollege.edu.au/Documents/Deakin%20College%20Health%20Practitioner%20Certificate%20(Special%20Consideration).pdf)

- If a student is unable to provide the Deakin College Medical Practitioner Certificate, a standard medical certificate issued by a registered medical practitioner may be accepted. The certificate must clearly state the date(s) of consultation, include the practitioner's full details, and be officially stamped.
- If the provider does not use a standard stamp (e.g. psychologists), a separate signed statement on official letterhead will be accepted. The statement must include:
  - The date of the consultation that covers the time period referred to in the special consideration application;
  - The nature of the medical condition, its severity and the impact on the student's ability to complete the assessment task;
  - The method in which the assessment of the student's medical condition was obtained and determined; and
  - The registered medical practitioner and Provider's details, including the Provider's stamp.
- Documentation from unregistered or alternative health practitioners (e.g. herbalists) will not be accepted.

**5.2 Non-Medical**

- If the nature of the special consideration request is due to a loss, bereavement, hardship or trauma, a Statutory Declaration must be provided together with other verifiable supporting documentation (e.g. letter from a registered counsellor, death certificate).
6. All evidence provided must be in English.
7. Students may apply for Special Consideration within three (3) working days after the assessment due date or exam date with appropriate documentary evidence.
8. Where the documentary evidence submitted is inadequate, Deakin College may require students to provide additional information and/or original copies within two (2) working days. Failure to provide the requested documentation may result in the withdrawal or rejection of the special consideration application.

9. Students must complete the online *Special Consideration Request - (Assignment or Assessment)* form or the *Special Consideration Request – Exam* form.

Special Consideration Request - (Assignment or Assessment)

<https://app.pipefy.com/public/form/z73EzKSz>

Special Consideration Request - Exam

<https://app.pipefy.com/public/form/4pvIMCaS>

These links are also found in the Student Hub under Documents, Forms and Links.

10. Special Consideration applications received will be assessed by the relevant Academic Coordinator who will determine an outcome. In the event that the Academic Coordinator is also the teacher/Unit Coordinator of the unit for which the special consideration is requested, the application will be forwarded to another Academic Coordinator who will determine an outcome.
11. If a student submits more than three (3) special consideration requests within a single trimester, Academic Services will record this and may refer the student for additional welfare support.
12. Special Consideration Outcomes: (assessment adjustment)
- 12.1 Not granted
- 12.2 Granted (assignment OR other in-class assessment submitted)
- An alternate assessment task will be provided, the originally submitted task will not be marked, or
  - New assessment due date will be provided, or
  - Removal of any late penalty applied from the original due date.
- 12.3 Granted (assignment and other in-class assessment not submitted)
- Student should contact the relevant Unit Coordinator within two (2) working days after approval notification where practicable, to obtain an alternative date for submission or arrangements to undertake an alternative assessment. It is expected that this assessment will be held within a week of approval being granted.
  - Removal of a late penalty based on the time the student is affected for an assignment that is to be submitted either electronically or in person.
- 12.4 Granted (exam attended)
- A deferred examination will be provided in the next deferred exam period.
  - The first attempt task will not be marked.
- 12.5 Granted (exam not attended)
- A deferred examination will be provided during the next deferred exam period.
13. Student and Academic Services will notify the student of the outcome of their special consideration application. This notification will specify whether the application has been approved or denied; however, it will not include details of any academic arrangements arising

from an approved application. If the application is denied, the reason for the decision will be provided. All notifications will be sent to the student's Deakin College email address.

14. In the event that the special consideration is granted, the Academic Coordinator will notify the relevant Unit Coordinator of the outcome of the application and request that an appropriate form of special consideration is applied, in accordance with the assessment requirements of the unit.
15. In the event that special consideration for a deferred in-class test is granted, the student will be notified in writing of the date, time and location of the deferred make-up test. Students are also notified that failure to sit a scheduled deferred make-up test in a unit forfeits their right to special consideration for that assessment. The notification will be sent to the student's Deakin College email address a minimum of 2 working days prior to the assessment. Deferred assessments can take place up until the end of week 14 of the trimester.
16. In the event that special consideration for an assignment is granted, the student will be notified through their Deakin College email address of the new submission date, and the date in which the late penalty will begin being applied.
17. In the event that the special consideration is not granted, the student is provided information regarding the appeal process, including the time-frame in which the *Appeal Application* must be submitted to the Deakin College Appeals Committee. An appeal must be lodged within 20 working days from the date the outcome was provided to the student.
18. Applications for deferred exams are determined by an Academic Manager.
19. A student granted a Deferred Examination will be notified of the date, time and location of the examination in writing to their Deakin College email address.
20. Deferred Examinations normally take place within 2 weeks of the scheduled examination period.
21. A student who fails to sit a scheduled deferred examination in a unit forfeits their right to sit the examination.
22. Extensions of Time for Assessment Items: students seeking an extension to an assessment due date must submit their request to the Unit Coordinator or their delegate on or before the original due date. Extensions will only be considered where circumstances have significantly affected the student's ability to complete the assessment on time. All requests must be supported by relevant and verifiable documentation. For detailed information, students should refer to the Deakin College Assessment Policy

#### Status and Details

<b>Identification</b>	Special Consideration Procedure
<b>Initial Issue Date</b>	1/06/2016
<b>Status</b>	Current

<b>Domain</b>	Learning and Teaching
<b>Effective Date</b>	19/06/2025
<b>Review Date</b>	30/06/2027
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Academic Manager(s)
<b>Enquiries Contact</b>	Jonathon Pura