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. 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. 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 if your extraordinary circumstances prevent you from submitting your Special Consideration Application online or within the three-working day time frame.

2. The Special Consideration Application, including the *Deakin College Medical Practitioner Certificate* can be accessed via the Student Hub within the Student Portal.

3. 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:

3.1 If the nature of the special consideration request is medical, the Deakin College Medical Practitioner Certificate must be fully completed, signed and dated by a

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registered medical practitioner. In the case of a provider without a stamp, such as a psychologist, a separate statement detailing the following will be accepted:

- 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.

3.2 Documentation from herbal practitioners will not be accepted.

3.3 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).

4. All evidence provided must be in English (Australian campuses).

5. Students may apply for Special Consideration within three (3) working days after assessment submission or exams with appropriate documentary evidence.

6. 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.

7. Students must submit the completed Special Consideration Application and supporting evidence/documentation through the link found on the Student Hub under Documents, Forms and Links.

8. 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 lecturer/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.

9. In the event that a student has submitted over three (3) special considerations in a trimester, the student is to be referred onto Student Services.

10. Special Consideration Outcomes: (assessment adjustment)

10.1 Not granted

10.2 Granted (assignment OR other in-class assessment submitted)

- Ten percent (10%) mark increase for the assessment. A passing grade is not guaranteed by the granting of special consideration.

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- 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.

10.3 Granted (assignment and other in-class assessment not submitted)

- Student should contact lecturer/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.

10.4 Granted (exam attended)

- Ten per cent (10%) of the mark received for the examination may be added. A passing grade is not guaranteed by the granting of special consideration.

10.5 Granted (exam not attended)

- A deferred examination is provided during the next scheduled deferred examination period.

11. Student and Academic Services will notify the student of the outcome of the special consideration application(s). The notification will be sent through the student's Deakin College email address.

12. In the event that the special consideration is granted, the Academic Coordinator will notify the relevant lecturer/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.

13. 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 days prior to the assessment. Deferred assessments can take place up until the end of week 14 of the trimester.

14. 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.

15. 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.

16. Applications for deferred exams are determined by the Academic Manager.

17. 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.

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18. Deferred Examinations normally take place within 2 weeks of the scheduled examination period.
19. A student who fails to sit a scheduled deferred examination in a unit forfeits their right to sit the examination.

Status and Details

Identification	Special Consideration Procedure
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Implementation Officer	Academic Manager(s), Campus Director (Jakarta)
Enquiries Contact	Jonathon Pura

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