



## Purpose

To outline the rationale for assessing and granting Special Consideration to students in Higher Education programs of study.

## Scope

Applies to all Footscray City College Higher Education staff (academic and administrative) and students.

## Eligibility

A student may make an application for special consideration in the following instances:

1. their work at any time during the academic year has been affected to a significant degree by illness or other cause;
2. they have been prevented from preparing or presenting all or part of an assessment by disabling or serious illness or other significant cause; or
3. they were adversely affected during the performance or completion of an assessment as a result of illness or other cause.

Acceptable grounds for the awarding of special consideration include:

1. Medical reasons – including temporary disability;
2. Loss or bereavement – death of a close family member or friend, relationship breakdowns; or
3. Hardship / Trauma – recent victim of crime, severe disruption to domestic arrangements, sudden loss of income or employment.

Special consideration will not normally apply in the following instances:

1. Missing an examination due to having misread the exam timetable or inadequate planning for travel to the assessment venue, including allowance for delays;
2. Submitting an assignment late or incomplete due to having misread the assessment requirements;
3. Inability to cope with enrolled workload;
4. Conflicting employment or social commitments;
5. Computer failure or related problems; or
6. Lack of familiarity with the English language or discipline specific concepts.

## Types of special consideration

The following types of special consideration can be granted:

### 1. *Deferred examination*

- A. A student, who is unwell or experiencing hardship in the lead up to an examination and is aware that they will not be able to attend, can submit a request to defer the examination to a later date.
- B. Where possible, the new examination date must occur within the semester in which the initial examination was to be held.
- C. An examination comparable in standard to the original must be used for this purpose to ensure the integrity of the subject's learning outcomes.
- D. A request for a deferred examination must be received at least one week prior to the date of the examination.

## 2. Special Assessment

- A. A student, who is unwell or experiencing hardship in the lead up to or on the day an assessment item or examination is scheduled can make a request for special assessment.
- B. The request must be received no more than 3 working days after the date of the initial assessment task or examination.
- C. If awarded, the special assessment task must be comparable in standard to the original and where possible, must be completed within the same academic semester that the original assessment task was scheduled.

### Applying for special consideration

Before applying for special consideration, students should discuss their circumstances with the relevant academic staff / Faculty to determine if this is an appropriate option.

International students should also contact the International Office to discuss their situation and seek advice as to the best course of action.

Students should be aware that submitting an application for special consideration does not guarantee that special consideration will be granted.

All requests for special consideration must be submitted using the appropriate form *Application for Special Consideration*

All applications for Special Consideration must be accompanied by documentation that verifies the circumstances cited by the applicant and that these are eligible grounds for the application.

Students who do not supply sufficient supporting evidence in their application will be asked to supply further documentation and given ten working days in which to provide this. Failure to supply sufficient additional documentation in this time will result in rejection of the application.

### Supporting evidence requirements are provided below:

#### 1. Medical Reasons

Applications for Special Consideration on medical grounds must be accompanied by a medical certificate or report from a registered medical, dental, psychological or allied health practitioner.

#### 2. Loss / Bereavement or Hardship / Trauma Reasons

Applications for special consideration on grounds of loss / bereavement or hardship / trauma must be accompanied by:

- A. A supporting statement detailing the exceptional circumstances and their effect on the student's capacity to undertake assessment and / or complete assignments on the specific date(s) for which special consideration has been applied; and
- B. Documentary evidence from at least one independent source that corroborates the applicant's circumstances described in their supporting statement.

Applications for special consideration must be received within the following timeframes:

#### 1. Examination Deferment

Applications must be received at least one week prior to the original date.

#### 2. Special Assessment

Applications must be received no later than three (3) working days after the original date.

In normal circumstances, any applications received after these timeframes will not be accepted, unless exceptional circumstances exist or alternative arrangements have been agreed to.

Applications must be submitted in writing to the relevant Course Administrator for the Faculty. Once received and logged, the application will be forwarded to the Head of the Film School or Senior Lecturer (SL) for review.

All personal information contained within an application for special consideration will be managed in accordance with the relevant information privacy policy.

Records of applications for special consideration and their outcomes should be retained in accordance with Footscray City Film's record management policy.

### **Deciding Special Consideration Applications**

Decision making in regard to special consideration applications should be:

1. Equitable;
2. Consistent;
3. Procedurally fair; and
4. Timely.

The Head of the Film School has discretion for deciding the outcomes of applications for special consideration. If the Head of the Film School is not available, this discretion should be delegated to the respective Head of Department (HOD).

Advice should be sought from the relevant Subject Co-ordinator or Trainer to assist in the assessment of the application.

Decisions regarding special consideration applications will take into account the following elements:

1. Whether the application meets the eligibility criteria and includes adequate supporting documentation;
2. The student's academic standing in other subjects, academic progress and any previous applications for special consideration; and
3. Other considerations that may be relevant to deciding the outcome of the application.

A decision regarding the outcome of an application for special consideration must be finalized within five (5) working days of receipt of the application.

If special consideration is granted, the outcome must be determined at the time of the application.