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## Special Consideration Policy

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<b>Issue Date:</b>	<b>Issue History:</b>
June 2016	Approved Policy (V1.0)
October 2016	Reviewed for VET Education and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed
February 2018	Reviewed (V1.2)

<b>Policy Title</b>	<b>Special Consideration Policy</b>
<b>Purpose</b>	The purpose of this policy is to ensure that students who are unable to complete final examinations OR major assessment tasks due to unforeseen and critical circumstances are not disadvantaged as a result of those circumstances.
<b>Scope</b>	This policy applies to all students.
<b>Policy Statement</b>	<p>This policy establishes the rules whereby if a student fails to submit or attend a major piece of assessment, the student <b>may</b> have another opportunity to submit that piece of assessment at a later date as established by the College. This policy establishes the rules and conditions to which all students will be bound if they choose to submit an application for special consideration.</p> <p>The special consideration process is in place to support <b>genuine</b> cases of serious illness, trauma or incapacity to attend/submit an assessment task. A special consideration will not necessarily be granted for common ailments such as colds and flu or incidents such as public transport delays.</p> <p>The submission of an application for special consideration does not automatically qualify a student for special consideration. The outcome of the application will be determined by the VET Director of Studies.</p> <p>For a student to qualify for special consideration the following rules will be applied:</p> <ul style="list-style-type: none"> <li>• A student will only be considered for special consideration if they have submitted or attempted <b>ALL</b> other assessment tasks as and when required within the Unit for which special consideration is sought (inclusive of transferred marks from a previous attempt). Failure to submit <b>all</b> assessment tasks will render an application void.</li> <li>• Special consideration will not be granted where a student is simply in breach of the rules for examinations (for example, where a student arrives more than 30 minutes after the exam start time).</li> <li>• Documentation <b>MUST</b> be provided by the student to support the application for special consideration. An application for special consideration <b>MUST</b> be made using the current CIC application form available from the VET reception desk. Official stamps of relevant practitioners will be required together with a clear description of how the condition negatively impacts on the ability of the student to undertake the examination on the allocated day and time.</li> <li>• All requests for special consideration <b>MUST</b> be received by the VET reception desk and/or the Director of Studies no later than 72 hours (inclusive of weekends) after the scheduled assessment task.</li> <li>• A formal special consideration application only applies to Unit final examinations or the major assessment task where no examination is held. Requests for special</li> </ul>

	<p>consideration for assessments held during the teaching weeks will be through liaison with the relevant teaching academic staff. These requests must also be submitted within 72 hours of the deadline.</p> <ul style="list-style-type: none"> <li>• Special consideration will NOT be considered for “Supplementary” Examinations/ tests as these are already a second chance opportunity for students.</li> <li>• In cases of trauma, a police report or equivalent will be required as supporting documentation to justify the application.</li> </ul> <p>Students who do not satisfy the above requirements for special consideration will have their requests for special consideration rejected. Should students repeat the Unit in future terms there may be the option to transfer marks for passed assessments (see Transfer of Marks Policy) and a reduced fee for the repeat attempt may be offered.</p> <p>Students who feel that their application for special consideration has been incorrectly handled in accordance with the abovementioned rules can access the complaints and appeals process for further action.</p>
<b>Related Policy and Procedures</b>	<p>Assessment Policy Transfer of Marks Policy Examinations policy Complaints and Appeals Policy</p>
<b>Related Forms</b>	<p>Application for Special Consideration Form</p>
<b>Policy Record Management</b>	<p>SharePoint</p>
<b>Policy Owner and Delegated Authority</b>	<p>Director of Studies (Melbourne/Perth) Welfare Department</p>
<b>Approved by</b>	<p>CEO</p>
<b>Approved Date</b>	<p>June 2016</p>
<b>Definitions</b>	<p>*A <b>major assessment</b> task is defined for the purpose of this policy as an assessment task carrying a weight of at least 35%.</p> <p>* Supplementary exams, referred to any assessment or exams which are a repeated process or second attempt</p>