

GUIDANCE FOR STUDENTS SEEKING SPECIAL CONSIDERATION FOR ASSESSMENT

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This information must be read before submitting any Special Consideration Applications.

Occasionally sickness, misadventure, or other circumstance beyond the student's control may prevent them from completing a course requirement or attending or submitting assessable work for a course. It is also possible that such situations may significantly affect performance in an assessable task and for this reason the University has procedures that allow students to apply for consideration for the affected assessments.

Submitting a request for Special Consideration does not automatically mean a student will be awarded an amended result. For example, a poor record of attendance or performance throughout a session/year in a course may mean a student is failed regardless of illness or other reason affecting a final examination in that course.

This guidance is based on the UNSW *Special Consideration – Illness & Misadventure Policy* which is available on myUNSW at www.my.unsw.edu.au/student/atoz/SpecialConsideration.html

Special Consideration Guidelines

You must make a formal application for Consideration on the appropriate form for the course/s affected as soon as practicable after the problem occurs. Applications will be accepted in the following circumstances:

1. Where academic work has been hampered to a substantial degree by illness or other cause. Except in unusual circumstances a problem involving only three consecutive days or a total of five days within the teaching period of a semester is not considered sufficient grounds for an application;
2. The circumstances have to be unexpected and beyond your control. Students are expected to give priority to their University study commitments and any absence must clearly be for circumstances beyond your control. Work commitments are not normally considered a justification;
3. An absence from an examination must be supported by a medical certificate or other document which clearly indicates you were unable to be present;
4. A student absent from an examination or who attends an examination and wants to request special consideration is normally required to provide a medical certificate, or other document, dated the same day as the examination which clearly indicates you were unable to be present;
5. An application for Special Consideration must be provided within three working days of the assessment to which it refers. In exceptional circumstances an application may be accepted outside the three-day limit.

Satisfactory Documentation

To give the University sufficient and appropriate information on which to base its decision about your request, you must support your application with certified official documentation which normally contains at least the following key information:

1. The assessment task/s for which you are seeking consideration;
2. The dates/deadlines associated with these tasks;
3. The basis of your request e.g. the nature of your misadventure, illness, etc;
4. The date/s on which you were seen by the professional/authority providing your official documentation;
5. The date of the illness or misadventure or the dates of the period of time of the illness or misadventure;
6. The professional authority's assessment of the severity of your illness or misadventure and opinion of the likely effect on your capacity to undertake the assessment task/s concerned.

Items 4 to 6 need to be certified by the provider. For example, by your medical practitioner or other health professional (for illness or injury) or psychiatrist/counsellor (for personal or family problems), so you will need to make the provider aware of the University's requirements.

For causes other than sickness, (e.g. road accident, court hearing, or death of a relative) written evidence (e.g. a police report, a court summons, or a death certificate) instead of the documentation required in 6 above is acceptable. Certificates signed by family members are not acceptable.

Special Consideration requests will not be considered unless:

1. The application is made on the appropriate form;
2. All the key information is provided;
3. More than 3 days have elapsed since the assessment for which Consideration is sought;
4. The assessment task is worth less than 20% of the total course assessment unless the student can provide a Medical Certificate that covers three consecutive days.

In exceptional circumstances the University may waive these requirements, for example, if an accident or sudden illness occurs which requires your immediate hospitalisation.

Cases that do meet the criteria may be referred to the Course Authority, for example:

1. You've broken an arm and you would like more time in the examination.
2. You've missed a class time that wasn't specific to assessment item.

What happens after you make the application?

If your application meets the University's criteria for acceptance, the top page is stamped & dated by Student Administrative Services and a copy is given to you. Documentation such as medical certificates are copied and the originals are returned to you.

Your application is placed on your student file and forwarded to the appropriate School for assessment. (Details including the information provided by you are made available to the relevant Course Authority. The University's procedures ensure that confidentiality of this information is maintained).

The School assesses your application and notifies you of the outcome, usually within about two weeks from the time you submitted your application. Failure to undertake any additional action required by the School (which will be included in your notification) will result in forfeiture of any additional assessment granted to you.

Only documentation which meets the requirements listed above will be accepted. No consideration will be given when the condition or event is not related to performance or is considered not to be serious.

Application assessment

On the basis of the information provided in your application the school will make a decision regarding the appropriate response in your particular case. The following may be taken into account:

1. Your performance in other items of assessment in the course;
2. The severity of the event and its impact on your performance;
3. The nature of the assessment in which performance was affected;
4. Academic standing in other courses and in the program;
5. History of previous applications for Special Consideration.

Outcomes you can expect

If an application for Special Consideration is approved, the following action may ensue:

1. No action.
2. Additional assessment or a supplementary examination. Additional assessment may take a different form from the original assessment. If you are granted additional assessment, the original assessment may be ignored at the discretion of the Course Authority. Consequently, a revised mark based on additional assessment may be more or less than the original mark.
3. Marks obtained for completed assessment tasks may be aggregated or averaged to achieve a percentage.
4. The deadline for assessment may be extended.
5. Discontinuation without failure from the course may be recommended. This is unlikely to occur after an examination or final assessment has taken place.
6. The final mark for the course may be excluded from calculations for Honours enrolment/grade etc.

There is no provision for your final mark in a course to be increased other than via 2 or 3 above.

Further Guidance

Further guidance and information may be sought from Student Administrative Services. Please note that should you submit a *Special Consideration Application*, the relevant School/s will advise you of the outcome. Student Administrative Services is unable to advise you of the outcome of any *Special Consideration Application*.