ASSessing Applications

In assessing whether to offer special consideration, faculty/graduate school committees will:

- Uphold the integrity of courses and academic programs, and assessment requirements and processes, so that students on whom the University confers an award can present themselves as having the appropriate knowledge, experience and expertise implicit in the holding of that award.

- Determine whether additional assessment may reasonably be provided to the student, given the inherent requirements of a subject, and the need to ensure the equitable treatment of all students. There may be aspects of a course or subject for which no special consideration is possible.

Faculty/graduate school committees will recommend special consideration where supporting documentation validates the student’s claims that their performance has been significantly disadvantaged by circumstances having a severe impact (see impact ratings below).

Faculty/graduate school committees will take the following into account when assessing the student’s circumstances and their impact:

- the severity of the impact of the circumstances;
- the unanticipated or unforeseeable nature of the condition or event;
- the student’s statement of the impact of the event on their ability to complete the assessment task, which in practice will vary from individual to individual; and
- the degree to which the supporting documentation supports the student’s claim about the stated or potential impact of the condition or event.

Impact Ratings

1. **Unknown impact on the assessment task/s**
   The impact of the condition is not able to be determined.

2. **No impact on the assessment task/s**
   The circumstance does not have an impact on the student’s ability to complete the assessment/s (e.g. normal range of anxiety about sitting an examination or completing an assessment task).

3. **Slight impact on the assessment task/s**
   A circumstance may be assessed as slight where it is an event that produces minor inconvenience or a condition is able to be alleviated with non-prescription medications. The impact of the condition is not serious and has not had a significant impact on the student’s ability to complete assessment task/s (e.g. a condition where over-the-counter medication will
provide relief with no serious impact on the student’s ability to sit an examination, or to complete an assessment task).

4. **Moderate impact on the assessment task/s**

A circumstance may be assessed as moderate where it has been impacting for less than half the time set for the task and/or its preparation and the student’s ability to complete the assessment is moderately affected (e.g., an illness which has caused some discomfort but has not had a severe impact on the student’s ability to sit an examination or to complete an assessment task).

5. **Severe impact on the assessment task/s**

A circumstance may be assessed as severe if it has significantly impacted for more than half the time set for the task, and is of sufficient intensity to interfere with the student’s day-to-day life for this period. Late withdrawal may be recommended where a severe condition or circumstance means a student is unlikely to be able to complete additional or alternative assessment.

6. **Combinations of factors**

Factors which individually are ‘insufficient grounds’ for special consideration should be considered to have severe impact if the combined effect is assessed as suitably significant.

7. **Residual impact**

Where it is assessed that there is a residual significant impact on a student who is now well, the impact may be considered severe.

**Outcomes**

Outcomes for special consideration applications will not depend on whether students have passed the relevant components of assessment.

After an assessment of the impact of the circumstances on a student’s performance, and with regard to the nature of the assessment task, the outcome of an application may be:

1. **Ineligible**

   The student has already failed a hurdle requirement (to which the special consideration application does not apply) and is therefore ineligible.

   OR

   The application was not submitted within three working days (before or after) the due date for assessment (student should be advised of the late application procedure).

   OR

   The Health Professional Report and/or other supporting documentation was not received within five working days of submission of the online application.

2. **Insufficient grounds**

   The application does not meet guidelines for severe impact.
3. **Special Assessment/Examination**

Special assessment will normally take the form of a formally supervised written examination, but this may be varied to take into account the circumstances of the student. Special assessment will be assigned the same weighting and with the same range of available grades as the component of assessment it replaces.

4. **Extension**

Additional time granted for submission of a component of assessment.

5. **Exemption**

The affected assessment component will be waived and other components of assessment in the subject will be re-weighted. For example, a student completes an essay worth 20%, but is unable to sit a within-semester test worth 20%. The within-semester test is waived and the end-of-semester exam, normally worth 60%, is re-weighted to 80%.

Exemption should only be considered when the student is able to demonstrate appropriately their satisfactory completion of all subject objectives within the assessment that has been completed.

Students may only be exempted from individual assessment tasks that are within-semester, not final, assessment tasks, and worth no more than 25% of the total assessment for the subject. Where students are exempted from more than one assessment task in a subject, the total of the exempted tasks must not exceed 25% of the total assessment for the subject.

6. **Ineligible - SEAP recommended**

Adjustments should be applied outside the **Special Consideration Procedure** (i.e. through another procedure such as **Student Equitable Adjustment Procedure** or **Extensions Procedure**). All within-semester extensions of ten working days or less (regardless of whether the assessment component is worth more or less than 25% of the total marks for the subject) should be dealt with in accordance with the **Extensions Procedure**.

7. **No appropriate action**

The application relates to shorter assessments which are dealt with under section 3 of the **Special Consideration Procedure**.

OR

There are technical inconsistencies with the application, e.g. the Health Professional Report is not signed by a health professional, or the date and nature of the assessment task does not accord with the supporting documentation (student should be advised to resubmit the application within five working days).

OR

Additional assessment is not appropriate where assessors or clinical arrangements cannot be reorganised, or for a group task where the group cannot be reformed to repeat the task.

8. **Late withdrawal recommended**

A student who applies for special consideration may be advised to withdraw from a subject (without academic penalty) and repeat it if:
• the student’s circumstance is considered likely to prevent them from completing additional assessment;
• additional assessment is not appropriate where assessors or clinical arrangements cannot be reorganised; or
• for a group task, the group cannot be reformed to repeat the task.

A student advised to withdraw may, depending on the circumstances, be additionally advised to apply for remission of fee liability.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

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<tr>
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<td>1</td>
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<td>6 September 2012</td>
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<td>2</td>
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<td>12 February 2013</td>
<td>12 February 2013</td>
<td>Addition of new application outcome, i.e. 'Ineligible – SEAP recommended'.</td>
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