### POLICY: SPECIAL CONSIDERATION POLICY

<table>
<thead>
<tr>
<th>POLICY NUMBER:</th>
<th>AC022</th>
<th>VERSION:</th>
<th>6.0</th>
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<tbody>
<tr>
<td>DATE ADOPTED:</td>
<td>30 August 2011</td>
<td>DATE LAST REVIEWED:</td>
<td>1 February 2017</td>
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<tr>
<td>DATE OF NEXT REVIEW:</td>
<td>1 February 2019</td>
<td>REVIEW FREQUENCY:</td>
<td>Two years</td>
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<tr>
<td>AUTHORISED BY:</td>
<td>Chief Executive Officer</td>
<td>REVIEWED BY:</td>
<td>Academic Director</td>
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<tr>
<td>RESPONSIBLE FOR REVIEW:</td>
<td>Manager International Operations, Academic Director</td>
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<td>REVIEW PROCESS:</td>
<td>Manager International Operations, Academic Director</td>
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<td>DOCUMENT MANAGEMENT:</td>
<td>U:/Policies and Procedures</td>
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<tr>
<td>COMMUNICATION</td>
<td>All relevant staff will be automatically notified by email when the reviewed policy has been authorized</td>
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**Policy context:** This policy relates to:

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<th>HE STANDARDS FRAMEWORK 2015</th>
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<td>ESOS</td>
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<td>RTO STANDARDS 2015</td>
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<td>LEGISLATION OR OTHER REQUIREMENTS</td>
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<td>OTHER POLICIES</td>
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<td>FORMS AND OTHER DOCUMENTS</td>
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<tr>
<td>KEY WORDS (META DATA)</td>
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<td>DEFINITIONS</td>
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<td>EVIDENCE</td>
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**Policy Information:**

**Policy**

IIBT is committed to ensuring that all students have the right to submit an application for Special Consideration should they experience exceptional, serious and unavoidable circumstances beyond their control where these circumstances prevent them from performing at their best.

**Scope**

This policy applies to all students enrolled at IIBT.

**Procedures**

**Procedure**

**Acceptable Grounds for Application for Special Consideration**

IIBT defines serious and unavoidable disruption to studies as that which results from an event or set of circumstances that:

- a. could not have reasonably been anticipated, avoided or guarded against by the student
- b. was beyond the student's control
- c. caused substantial disruption to the student's capacity for effective study and/or the completion of required work
- d. substantially interfered with the otherwise satisfactory fulfillment of unit or course requirements
- e. was of a duration of at least three consecutive days within a study period
- f. Prevented completion of the formal examination or impacted on performance in an assessment or examination

IIBT’s definition of serious and unavoidable disruption explicitly excludes acute problems, except where the disruption affects completion of a formal examination. IIBT defines acute problems as those involving fewer than three consecutive days within a study period. In these cases, the student is responsible for contacting the relevant unit lecturer so that an alternative solution may be discussed (eg. extension).

Significant circumstances may include but are not limited to:

- death or serious illness of a member of the student’s immediate family or household or of a close friend
- serious injury or illness
- being a victim of a crime or accident
- breakdown of relationship
- serious disruption to domestic arrangements
### Unacceptable Grounds for Special Consideration

1. **IIBT has determined that some circumstances routinely encountered by students are not acceptable grounds for claiming Special Consideration. These grounds include, but are not limited, to:**
   - Routine demands of employment
   - Routine family problems such as tension with or between parents, spouses, and other people closely involved with the student
   - Difficulties adjusting to college life, to the self-discipline needed to study effectively, and the demands of academic work
   - Stress or anxiety associated with examinations, required assignments or any aspect of academic work
   - Routine need for financial support
   - Routine demands of sport, clubs and social or extra-curricular activities
   - Lack of knowledge of academic work
   - Difficulties with English language
   - Scheduled anticipated changes eg. moving house
   - Planned events such as weddings and birthday parties
   - Misreading the exam timetable, sleeping in, forgetting
   - If the student has already attempted the standard examination

2. **Conditions existing prior to commencing a unit of study are not grounds for Special Consideration. The student is responsible for managing his or her workload in light of any known or anticipated problems. The student is also responsible for contacting Student Support Services if they have a chronic condition that may affect their studies.**

### Applying for Special Consideration

- The decision to apply for Special Consideration is solely that of the student as only the student can determine whether circumstances warrant such an application.
- For students who wish to proceed, the required form can be accessed from the Student Services Office or on the IIBT website.
- The completed **Application for Special Consideration** form must be submitted to the Academic Director no later than three working days after the assessment item is due or from the date of an examination.
- The application must contain the following information:
  - The assessment task/s for which a student is applying for Special Consideration
  - The dates/deadlines associated with the task/s
  - The basis for the request eg illness, misadventure
• The application must be accompanied by certified official documentation which substantiates the claim being made.
• In the case of illness/injury or personal problems, the student will be required to provide the assessment of a medical practitioner or counsellor in regard to the severity of the illness or problem and its likely effect on the student’s capacity to undertake the assessment/s concerned. The student should use the IIBT form for this purpose.
• In the case of other causes (for example, a road accident, court hearing, illness or death of a relative), suitable written evidence will need to be provided.
• All documentation relating to a Special Consideration application will be kept in accordance with the IIBT Privacy Policy and only the staff involved in processing Special Consideration applications will have access to the student’s documentation.
• Original documentation relating to a Special Consideration application will be filed in the student’s file in accordance with administrative procedures.
• For an application to be considered, the student must have been performing satisfactorily in the unit prior to experiencing serious and unavoidable disruption.
• Applications must be made on the appropriate form, must be complete and must be accompanied by relevant substantiating evidence.
• Applications submitted after three days from the assessment due date/examination date have elapsed will not be considered unless exceptional circumstances apply in which case IIBT may, at its discretion, waive this requirement.
• All applications will be considered on a case-by-case basis.
• IIBT reserves the right to determine if a Special Consideration application should be considered and if any subsequent action will be taken.
• When considering a Special Consideration application, the Academic Director will take into account:
  - The student’s performance in other items of assessment in the unit.
  - The severity of the event.
  - The student’s overall academic standing in the course.
  - Any history of previous applications for Special Consideration.
• The student has the right to retract a request for Special Consideration. In such cases, IIBT will return all relevant documentation to the student.

Outcomes of Special Consideration Requests

If an application for Special Consideration is successful, the following may apply:
- Additional assessment or a supplementary examination.
**SPECIAL CONSIDERATION POLICY**

| Additional assessment may take a different form from the original assessment. The new assessment will replace any previous assessment attempted and the new mark may be greater or lesser than the original mark |
| - Marks for completed assessment tasks may be aggregated or averaged to achieve a percentage |
| - The deadline for assessment may be extended |
| - Course change or unit/course withdrawal |

**Fees**

Students can only be considered for Special Consideration if their tuition fees are up to date.