

## SPECIAL CONSIDERATION POLICY AND PROCEDURES

### POLICY

<b>Purpose</b>	The purpose of Special Consideration is to give a student, whose work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond their control, an opportunity to have the impact of that circumstance taken into account in the determination of marks/results.
<b>Scope</b>	This policy applies to all students enrolled in NIDA higher education courses, for all subjects.
<b>Responsibilities</b>	Students are responsible for submitting an application for Special Consideration in accordance with this policy should they deem it appropriate.
<b>Policy</b>	<p>A student whose work during a teaching period or whose performance in an assessment has been affected by acute illness or other exceptional cause beyond their control may apply in writing for special consideration.</p> <p>The accepted causes include:</p> <ul style="list-style-type: none"> <li>• acute illness – e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. This does not include minor illness such as a mild cold.</li> <li>• loss or bereavement – e.g. death of a close family member, family relationship breakdown.</li> <li>• hardship/trauma – e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.</li> <li>• those students demonstrating relevant obligations to military or jury service or service to emergency services such as the Rural Fire Authority</li> </ul> <p>The Director/CEO or delegate will determine the most appropriate outcome for the special consideration application, depending on the student case and the piece of assessment affected. A mark adjustment shall only be considered in cases in which late submission has resulted in penalties, in which case penalties may be reduced.</p>
<b>Communication</b>	This policy is published on myNIDA and in the Student Handbook.

<b>Related policies, procedures and documents</b>	<ul style="list-style-type: none"> <li>• NIDA Assessment Policy</li> <li>• NIDA Late Submission of Assessment Policy</li> <li>• Student Handbook</li> </ul>
<b>Responsibility for implementation</b>	Director, Student and Staff Services
<b>Approval body</b>	Director/CEO
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<b>Contact position</b>	Director, Student and Staff Services
<b>TRIM Record No</b>	14/04948

## PROCEDURES

### Application:

- All applications for special consideration must be made using the appropriate Special Consideration form available on myNIDA.
- The completed application form and supporting documentation are to be submitted to the Director, Student and Staff Services no later than five (5) working days after the deadline for submission of an affected assessment, or of a performance or examination or other assessment event.
- Students must ensure that all evidence related to the case in the form of supporting documentation is submitted with the application.
- The Director/CEO or delegate will assess the application in light of all evidence available to the Board, and make a determination of what, if any, opportunity may be awarded to the student in terms of reduction of late penalties, or the opportunity to undertake an additional assessment, in order to reduce the impact of the unforeseen circumstance.

### Supporting documentation:

- Application forms and supporting documentation containing personal information will be treated in a sensitive manner. Personal information provided by a student will be held securely, and will be disclosed only to the relevant staff members involved in or responsible for the processing and assessment of the special consideration application.

- Supporting documentation can include one or more of the following:
  - Medical certificates must state that the student was unfit to undertake the assessment on the relevant date or unable to complete work for assessment by the relevant deadline.
  - Letters of support must attest to the medical practitioner's judgment, based on the patient's medical history and on information provided, that the student would have been unfit to sit the examination on the relevant date or unable to complete work for assessment on or before the relevant date. A letter of support should be provided only when the student was unable to obtain medical advice on the date or dates he or she was affected by exceptional circumstances.
  - Where a student has applied for special consideration or deferred final assessment in more than one semester, NIDA may seek additional documentation from the student that provides details of specific medical conditions to form a better understanding of their continuing impact on the student's capacity to sit examinations and complete assessment.
  - Evidence may be provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists. Where possible, such certificates must state that the student was unfit or unable to complete work for assessment on or before the relevant date.
  - Where a student has applied for special consideration or deferred final assessment in more than one semester, NIDA is entitled to seek additional documentation from the student that provides details of specific conditions suffered to form a better understanding of their continuing impact on the student's capacity to sit examinations and complete assessment.
  - Death notice or certificate.
  - A police report.
  - Statutory declarations from students or relevant people.
  - Notification including the start and finish dates of Defence Reserve Service from the Defence Reservist's Military Unit.
  - Notification of jury service commitments
  - Notification of obligations to emergency services from organisations such as the Rural Fire Authority.