

# Special Consideration Policy

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## 1. Purpose

This policy sets out the rules for students whose performance in assessment tasks during the semester or in the final examination has been affected by compassionate or compelling circumstances.

## 2. Application

This policy applies to all students enrolled at SIBT and staff involved in teaching, assessing and student support services.

## 3. Policy Statement

SIBT is firmly committed to all aspects of its learning and teaching. SIBT recognises that a student's performance in assessment tasks or examinations may be affected by compassionate or compelling circumstances, and as such, do not reach their usual performance level. Special Consideration Policy allows for reasonable adjustment to the standard assessment requirements and ensures staff and students can act consistently, equitably and transparently.

Generally, for an application to be considered, a student must have maintained satisfactory academic performance and satisfactory attendance, prior to being affected by compassionate or compelling circumstances.

## 4. Student application guidelines

The [Special Consideration Application Form](#) including must be sent to [admin@sibt.nsw.edu.au](mailto:admin@sibt.nsw.edu.au) along with supporting documents before or no later than 2 working days after the due date of the assessment task or the final examination. Late applications will only be considered in exceptional circumstances.

- Students applying for special consideration for an **assessment task/final examination** must complete the application form located on the Website or Student Lounge in Moodle.
- Where the particular circumstances are medical in nature, the Professional Authority Form must be completed by a NSW registered Medical Officer or relevant professional and uploaded by the student as an attachment to the online Special Consideration Application Form.
- Where the particular circumstances are non-medical in nature, relevant supporting documentation must be attached to the online Special Consideration Application Form.
- Documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

## 5. Reasons for granting special consideration

Special consideration may only be granted if:

- (1) A student has four final examinations over two consecutive days; or

- (2) A student's performance at any time during the semester was affected by compassionate or compelling circumstances which prevented the student from preparing or presenting for all, or part of, an assessment task/final examination; or
- (3) During the performance of an assessment task or final examination a student was affected by compassionate or compelling circumstances

The following factors would **not** normally be considered as reasonable grounds for compassionate or compelling circumstances:

- Non serious medical condition;
- Transport delays;
- Routine demands of employment;
- Difficulties in adjusting to college life, to the self-discipline needed to study effectively, and to the demands of academic work;
- Routine financial support needs;
- Lack of knowledge of requirements of academic work;
- Misreading the final examination timetable;
- Recreational travel (domestic or international).

Compassionate or Compelling Circumstances could include, but are not limited to:

- A serious illness or injury that prevents a student from completing or sitting an examination or seriously affects their preparation for the examination or submitting assessment tasks (a medical certificate supporting that the student was unable to attend classes will be required);
- Bereavement for *immediate family members*, family relationship breakdown;
- The student is involved in custody proceedings for their child (these cases should be supported by police or court reports);
- Immediate family member with long-term medical condition requiring care;
- The student is a party in legal proceedings where the timing is beyond the student's control (these cases should be supported by police or court reports);
- A legal commitment, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, and the requirement to attend is specified in supporting documentation;
- A student has been caught up in a natural disaster, political uprising or other tragic event.

SIBT will use its professional judgment to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, SIBT will consider documentary evidence provided to support the claim.

**Please note:** SIBT is of the opinion that a short term illness, which can easily be treated, **may** not be regarded as a serious illness and therefore **may** not be considered as 'compassionate or compelling circumstances'

Students who experience technical difficulties (such as internet connectivity or browser issues), when submitting online activities and assessments, should contact their Unit Supervisor directly rather than submitting an application for Special Consideration.

## 6. Possible outcomes of the application

- (1) Application rejected on the grounds of late submission;
- (2) Application rejected on the grounds of unsatisfactory attendance and /or previous academic performance;
- (3) Application rejected on the grounds of inadequate documentation provided;
- (4) Application rejected as the circumstances are not significant enough to warrant special consideration;
- (5) Application considered and no additional assessable work required;
- (6) Application considered with the student being required to undertake additional assessable work (e.g. A supplementary final examination).

## 7. Application processing time

In general assessment tasks applications will be considered within 2 working days and final examination applications will be processed within 5 working days.

## 8. Notification of the application outcome

The SIBT Admin Team will inform the applicant of the outcome of the application and provide any additional arrangements for the student's supplementary or deferred assessment task/final examination via the email address provided by the student.

The SIBT Admin Team will notify the respective Academic Unit Supervisors, Lecturers and Program Convenors of special consideration decisions via email.

Note: Supplementary/deferred final examinations are conducted in the enrolment week of the following session.

## 9. Appeal options

If a student is not satisfied with the outcome of their application, they may appeal the decision by following the SIBT's Student Complaints and Appeals Policy.

## 10. Definitions

- *Accredited Translator*

A translator who has received accreditation from a professional [association](#) such as National Accreditation Authority for Translators and Interpreters (NAATI) , Institute of Translation and Interpreting (ITI) or American Translators Association (ATA) or other.

- *Assessment Task*

Any assessment prescribed in the respective Unit Guide excluding the final examination.

- *Compassionate Or Compelling Circumstances*

Compassionate or compelling circumstances are generally those beyond the control of the student and which have had a substantial impact upon the student's course progress or wellbeing.

- *Immediate Family Member*

An immediate family member includes a spouse, de facto spouse, parent, parent-in-law, sibling and a child.

- *Online activities and assessments*

Learning and assessment tasks including but not limited to discussion posts, essays, assignments, peer feedback and online polls and quizzes.

- *Supplementary Assessment Task/Final Examination*

The supplementary assessment/final examination is a second opportunity to take the assessment task/final examination for a unit. Student may be permitted to attempt supplementary assessment task/final examination where student's performance in an assessment task/final examination has been significantly affected by compassionate or compelling circumstances.

- *Deferred Assessment Task/Examination*

Deferred assessment task/final examination is a concession intended to allow students, who are unable to attend an assessment task/final examination at the scheduled time to take the assessment task/final examination at a later date. Deferred assessment task/final examination will only be granted where a student is unable to attend the assessment task/final examination due to compassionate or compelling circumstances.

## 11. Related Documents

The [Special Consideration Application Form](#)

Assessment Policy  
 Program Progress Policy  
 Attendance Policy  
 Standard 13 of the National Code 2007

### Amendment History

<b>Department:</b>	Student Administration	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	13 May 2010	
<b>Date for Next Review:</b>	March 2019	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
13/05/10	1	Updated footer and reference table to reflect details of new template.
06/10/11	2	Reformatted in line with UPD. Removed reference to AQTF.
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
25/06/12	4	Clarified attendance and progress will be consideration when an application is received for special consideration
15/07/13	5	Amended differences in table in costs for application and approval, for local and international students
03/07/14	6	Complete review of policy. Updated the policy to include the new online application process
19/06/15	7	Update and Review
10/03/16	8	Updated, endorsed and approved by SMT