



## HE Special Consideration Policy and Procedure

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<b>Approval Reference:</b>	Resolution No.		
<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ HE Assessment and Moderation Policy</li> <li>➤ HE Assessment and Moderation Procedure</li> <li>➤ HE Supplementary Assessment and Exam Policy</li> <li>➤ HE Academic Integrity and Academic Misconduct Policy</li> <li>➤ HE Academic Integrity and Academic Misconduct Procedure</li> <li>➤ International Student Deferral, Suspension and Cancellation Policy and Procedure</li> <li>➤ Privacy Policy</li> <li>➤ Student Complaints and Appeals Policy and Procedure</li> </ul>		

## Purpose

- (1) The purpose of this document outlines the policies and procedures to ensure that students at Lyons College who are unable to complete an assessment task due to extenuating circumstances.

## Scope

- (2) This Policy applies to courses offered within all Higher Education Award coursework courses. It does not apply to VET-based or non-award courses.

## Definitions

- (3) **Extenuating Circumstances:** an extenuating circumstance is an unforeseen or unplanned situation that is beyond a student's control, which may impact the student's academic performance. Such a circumstance may be related to, but not limited to medical conditions, death in the family, or personal trauma.
- (4) **Special Consideration:** the process by which an assessor considers the extenuating circumstances to offer students a supplementary assessment, or an extension of an assessment due date. Such consideration may be made for one or more assessment tasks or units within any teaching semester/term.

## Policy

- (5) Lyons College will grant special consideration to students under extenuating circumstances that may be negatively impacted on their academic performance by providing relevant supporting documents. To ensure reasonable adjustments, an assessor may:
  - a. Provide an extension to the original deadline for the assessment task
  - b. Change of assessment format
  - c. Provide academic learning support
  - d. Provide notetakers and other support staff
  - e. Accessible format for learning materials
  - f. Take no further action
- (6) Special consideration cannot be applied for a supplementary assessment as there is already a second chance for students.
- (7) Students granted special consideration for an examination must take the supplementary assessment as scheduled.
- (8) Deferred examinations will only be granted to students who are able to provide evidence that extenuating circumstances prevented them from sitting a scheduled examination.
- (9) Students may apply for a suspension of enrolment for an extended period of time where extenuating circumstances have adversely affected them (e.g. serious medical reasons).

## Part A - Roles and Responsibilities

- (10) **Dean** - Responsible for the approval of special consideration applications.
- (11) **Course Coordinator**- Responsible for deciding whether to grant a special consideration application and advise the outcome of the special consideration.

## Part B – Eligibility and Procedure

- (12) Students applying for special consideration must complete the Special Consideration Application Form with supporting documentation and submit it to the Higher Education Administrator **no later than three days (i.e. within 72 hours) prior to the assessment submission date**. Supporting documentation (e.g. medical certificate, letters, Statutory Declarations) issued by a professional or authority (e.g. doctor, police, and Justice of Peace.) with date and on official letterhead. Copies must be certified.
- (13) Students must submit the Special Consideration Application Form for a deferred examination **no later than three days (i.e. within 72 hours) after the date of the assessment**.
- (14) Supporting documentation may include, but not limited to:
- Medical certificates
  - Police reports
  - Statutory declarations
  - Death certificates
  - Defence Reserve Service Notification
  - Emergency service (e.g. CFA) notification
  - Traumatic experience (e.g. involvement in or witnessing a serious accident, a serious crime committed against the student, witness to and/or experiencing family violence) evidence
- (15) Special Consideration Applications without supporting documentation will not be considered.
- (16) Special Consideration will not be granted when a student breaches examination rules (e.g., where a student arrives late).
- (17) Special Consideration will not be granted if a student attends an examination. If a student falls ill during an examination, they must notify the Invigilator within the first 30 minutes of the writing time to be considered for Special Consideration. The exceptional circumstances must demonstrate the student is suffering from severe illness. The supporting medical documentation should reflect and confirm the severity of the sickness.
- (18) The Higher Education Administrator will process the application along with supporting documents provided to ensure the documents are in an appropriate form, then forward the special consideration application to the Course/Program Coordinator for a final decision.

(19) The Course Coordinator reviews and assesses the Special Consideration Application based on:

- a. The severity of the circumstance
- b. The student's performance in previous assessments
- c. The student's academic record for timely submissions
- d. The student's extension request history

(20) Lyons College may verify the authenticity of the supporting documentation by contacting the relevant parties.

(21) The Course Coordinator may interview the student to confirm details where necessary.

(22) The student will be notified of the outcome of the Special Consideration Application in writing within five (5) working days of the date that the application is received. If the Special Consideration Application is unsuccessful, reasons for its rejection will be provided in the outcome letter.

(23) All Special Applications, including supporting documentation and outcomes, will be recorded on Meshed and archived.

(24) Students dissatisfied with the special consideration application outcome can access Lyon's Student Complaints and Appeal Policy and Procedure to lodge formal complaints.