

1. **Policy**

It is the policy of the Navitas College of Public Safety that Special Consideration in respect of assessment may be granted to a student if:

- a) the student's work at any time during the academic year has, to a substantial degree, been adversely affected by illness or other serious cause; or
- b) the student has been prevented by illness or other serious cause from preparing or presenting for all or part of a component of assessment; or
- c) the student was to a substantial degree adversely affected by illness or other serious cause during the performance of a component of assessment.

2. **Purpose**

The purpose of this policy is to provide a fair and equitable system of assessment which includes taking into account factors that might impact adversely upon student performance and results.

3. **Responsibility**

The Higher Education Registrar is responsible for compliance with this procedure.

4. **Guidelines**

4.1 Provision shall be made for the granting of Special Consideration in cases where students have been prevented from satisfying assessment requirements due to factors beyond their control.

4.2 Any student who, during the academic year, believes their performance has been adversely affected to a substantial degree by illness or other serious cause and as a result has:

- been prevented from preparing or presenting for all or part of a component of assessment; or
- performed below standard during the assessment, the subject or the entire trimester may apply for Special Consideration in the assessment of their performance.

4.3 Special Consideration applications may be made in regard to

- individual assessment tasks;
- an entire subject; and/or
- all subjects enrolled in.

4.4 Special Consideration will be considered in cases of:

- unsubmitted components of assessment or missed examinations;
- submitted written work where a mark has not yet been communicated to the student; and
- entire subjects.

4.5 Special Consideration may be granted in cases of eg: illness, accident, bereavement, or other serious circumstance. Students with a disability may request special assessment arrangements.

4.6 Requests for Special Consideration must be accompanied by supporting documentation, such as a medical certificate or report or other evidence relevant to the ground on which the applicant relies.

- 4.7 Special Consideration may be granted in any case that fulfils the eligibility criteria for applications and grounds for granting the request, irrespective of the mark that would have been awarded to an assessment component or the final grade that would have been awarded for a subject, had Special Consideration not been applied for.
- 4.8 Applications for Special Consideration for a single component of assessment shall be considered by the Higher Education Registrar in consultation with any or all of the following: the subject lecturer; the Program Director; and the Board of Examiners, in accordance with the conditions laid down from time to time by the Higher Education Board.
- 4.9 Applications for Special Consideration for an entire subject or entire body of work for the trimester shall be considered by the Board of Examiners at the end of the assessment period (refer to Policy 5.6.9 - *Board of Examiners*), in accordance with the conditions laid down from time to time by the Higher Education Board.
- 4.10.1 Subject to sub-section 4.10.2, students who have been granted Special Consideration for a single piece of assessment during the trimester are not eligible to apply for Special Consideration for the entire subject for which that assessment piece constitutes a component of the assessment
- 4.10.2 It is within the discretionary power of the Program Director to waive subsection 4.10.1, if it is felt that the circumstances of a particular case are so exceptional that the application may be made. In such instances, the application for Special Consideration will be presented to the Board of Examiners for evaluation, together with a memorandum from the Program Director explaining the reasons why consideration of the application is warranted.
- 4.11 Information is available to students and teaching staff regarding College policy regarding Special Consideration in the Student Handbook (in print and on the website) and the Teaching Staff Handbook.
- 4.12 Requests for Special Consideration may NOT be made after the results of an assessment task or the whole subject are communicated to the student.
- 4.13 Special Consideration requests are NOT to be used as a substitute for requests for Extensions for the submission of assessment tasks.
- 4.14 Misreading the official examination timetable or transportation problems en route to examinations does not give any entitlement to Special Consideration in assessment.
- 4.15 The forms of Special Consideration available in determining an assessment result will be:
- a. Deferred assessment - this may take the form of a later submission date or a deferred examination, and is applicable in circumstances where the student has been prevented from meeting an assessment deadline or presenting for a component of the assessment in a subject.
 - b. Further assessment - this may take the form of a resubmission, a deferred examination or an additional assessment task (See 5.6.5 - *Supplementary Assessment*); and is applicable in circumstances where a student has met an assessment deadline or presented for a component of the assessment in a subject, but believes they have performed poorly as a consequence of adverse circumstances.
 - c. Grading Consideration - adding percentage points to the assessment result commensurate with the mark that could have been achieved had the student not been suffering disadvantage. This will not necessarily result in a Pass being achieved. This may be applicable to single pieces of assessment, entire subjects or all subjects enrolled in.

- 4.16 The time frame for deferred assessment or further assessment will be determined by the Higher Education Registrar or nominee, in consultation with the subject lecturer and student. Until the final result is determined, the assessment record should show a withheld result (RW) grading.
- 4.17 Where matters arising through the processes of Special Consideration have not been finalised prior to the release of official transcripts, transcripts must disclose a Results Withheld (RW) grading.
- 4.18 In cases where deferred assessment is granted, and this takes the form of an examination, the student will sit a Supplementary Examination with other Supplementary examination candidates during the designated Supplementary Examination period (See 5.6.6 – *Supplementary Assessment*).
- 4.19 In cases of deferred or further assessment, the Student Records database and the Transcript of Results will reflect the *actual* mark achieved in the deferred piece of assessment.

5. Procedure

5.1 Special Consideration Requests regarding individual assessment tasks.

- 5.1.1 Requests for Special Consideration must be made on the appropriate *Request for Special Consideration* form (Form A520). This form is available from the Student Administration Office and the NCPS website.
- 5.1.2 Subject to sub-section 5.1.3, this application must be lodged together with supporting evidence (eg. medical certificate) with Student Administration, no later than three days after the date specified for presenting, sitting or submitting the component of assessment in question. Prior notification of this intention must have been received by the Registrar or Student Administration.

If the work is submitted on the due date, or the examination is sat at the scheduled time, then the application must be lodged with the submitted work or prior to the examination, or within three days afterwards.

- 5.1.3 The Higher Education Registrar may accept an application made otherwise than on the prescribed form or after the time prescribed in subsection 5.1.2 for the making of the application in question, if the Higher Education registrar is satisfied that it was not reasonably practicable for the application to have been made on the prescribed form or at an earlier date, as the case may be.
- 5.1.4 The Higher Education Registrar will consider all requests for Special Consideration in consultation with the relevant subject lecturer.
- 5.1.5 Requests will be considered immediately upon receipt by the Higher Education Registrar.
- 5.1.6 The Higher Education Registrar will instruct the Student Administration Officer to contact the student concerned immediately upon determination. Contact will be made preferably by phone or email in the first instance. This information will subsequently be communicated in writing.
- 5.1.7 If the Special Consideration request is granted, the student will be informed of the date due for submission or resubmission or the deferred examination date.

- 5.1.8 If the request is not granted, the student will be informed of this and the rules and penalties regarding late or non-submission of written assessment tasks and for not sitting exams.
- 5.1.9 All information relating to Special Consideration requests and their outcome must be recorded on:
- a) the student database;
 - b) the students' paper records; and
 - c) in a "Special Consideration Requests" file in Student Administration.
- 5.2 **Special Consideration Requests regarding academic performance in entire subjects.**
- 5.2.1 Subject to sub-section 5.2.2, requests for Special Consideration must be made on the *Request for Special Consideration* Form (Form NF520). This form is available from the Student Administration Office and the NCPS website. This form must be lodged together with supporting evidence, such as a medical certificate, with Student Administration no later than three days after the date specified for the sitting or submission of the final component of assessment in the relevant subject.
- 5.2.2 The Higher Education Registrar may accept an application made otherwise than on the prescribed form or after the time prescribed in subsection (5.2.1) for the making of the application in question, if the Higher Education registrar is satisfied that it was not reasonably practicable for the application to have been made on the prescribed form or at an earlier date, as the case may be.
- 5.2.3 The student will be informed in writing that the request for Special Consideration will be formally considered and that an appropriate course of action will be determined by the Board of Examiners when final results are available from Student Administration.
- 5.2.4 The Board of Examiners will consider all applications for Special Consideration following the calculation of final results. Determinations of the Board are based on the information provided in the application as grounds for Special Consideration as well as prior academic performance, evidence of past requests for Special Consideration and any other factors which may have a substantive bearing on the application.
- 5.2.5 The Board of Examiners may:
- Award extra percentage points (Grading Consideration); or
 - Direct that deferred or further assessment tasks be set; or
 - Not grant the Special Consideration
- 5.2.6 The Student Administration Officer will produce the Transcript of Results in accordance with the Board of Examiners' directions, and send the Transcript to the student with an accompanying letter explaining the outcome of the request.
- 5.2.7 If deferred or further assessment tasks are required, the nature and content of these will be decided by the subject lecturer and the student will be informed of sitting dates for supplementary examinations, or the nature of alternative assessments task/s, due dates etc.
- 5.2.8 Upon completion and marking of any deferred or further assessment tasks, the student's records will be amended and a new Transcript of Results issued.

5.2.9 All information relating to Special Consideration requests and their outcome must be recorded on:

- d) the student database;
- e) the students' paper records; and
- f) in a "Special Consideration Requests" file in Student Administration.

5.2.10 At the end of each trimester and following any determinations made by the Board of Examiners, the Higher Education Registrar must provide a list of applications for Special Consideration to the Dean of Studies and the Academic Review Panel. This list shall include the student's name, enrolled subject, grounds for Special Consideration and whether such Special Consideration was granted.

5.2.11

This list of Special Consideration applications must be presented by the Dean of Studies to the Higher Education Board at the next meeting of that Board.

5.3 External Students

5.3.1 Where this procedure applies to an off-shore student, or a local external student not based in or near Melbourne who is similarly affected by distance, the Higher Education Registrar may implement a modified procedure which shall reflect the intent of the procedure whilst taking account of the different circumstances. The modified procedure shall not disadvantage the distant student in comparison with the local student.

The student shall be advised of the modified procedure and how and why it has been modified.

6. Authority

Authorized by the General Manager (Public Safety)

7. Approval

Approved by the Higher Education Board 09/04/03

Refer also to:

Policy 5.6.9 – Board of Examiners

8. Amendments

Date	Modified By	Sections Amended	Approved by HEB (if required)
28/08/08	Christine Ashton	Change to title CEO (General Manager)	Minor change
22/05/09	Jodie Reeve	Logo changed	Minor change
09/11/09	Christine Ashton	Change of logo and name	Minor change
27/11/09	Jodie Reeve	Amended document references	Minor change