

Special Consideration and Deferred Examinations Policy

1. Overview

This policy details the procedures to be followed when a student's performance in a piece of assessment has been compromised due to serious and exceptional circumstances beyond their control.

Students who are prevented from performing to the best of their ability in a particular piece of assessment, including a scheduled examination, due to serious and exceptional circumstances beyond their control may apply for Special Consideration.

2. Special Consideration

Applications for Special Consideration will be accepted on medical grounds or under compassionate or compelling circumstances. Examples of such circumstances include:

- Serious illness or psychological condition causing a hospital admission, or a serious injury preventing completion of the task
- Loss or bereavement due to the death of a close family member or a family relationship breakdown.
- Hardship or trauma caused for example, by being a victim of crime, involvement in a natural disaster or a severe disruption to domestic arrangements.

Original documentary evidence from a registered practitioner and clearly stating the specific reason(s) for the application must be provided. The documentary evidence must be dated and cover the time period referred to in the application. It should also indicate the severity of the condition/circumstances and the impact on the student's ability to complete the task.

Circumstances within a student's control (such as misreading the exam timetable, exam stress, holidays or family occasions) and minor ailments (such as colds, sleeplessness and gastric upsets) will not be accepted as grounds for special consideration.

Applications for Special Consideration will be accepted on the *Special Consideration Application* form and must be submitted to Deakin College no later than 3 working days after the submission/timetabled date of the relevant piece of assessment.

Normally, applications will be forwarded to the relevant Course Coordinator who will determine an outcome. However, in certain circumstances a student may request that their application be treated in confidence. In these cases, students will be interviewed by the Manager, Student Services who will make a recommendation to the Course Coordinator.

The Course Coordinator will notify the student through the Student Portal of the outcome of an application for Special Consideration.

In the event that Special Consideration is approved, the Course Coordinator will notify the Unit Coordinator and lecturer(s) concerned of the outcome of the application and ask them to provide an

appropriate form of special consideration, in accordance with the assessment requirements of the unit.

3. Deferred Examinations

Where a student has been prevented from sitting a scheduled examination due to serious and exceptional circumstances beyond their control, the Special Consideration granted will take the form of a Deferred Examination.

Applications for deferred exams are determined by the Academic Manager.

Generally, a student granted a Deferred Examination will be notified of the date, time and location of the examination in writing to their local address.

Deferred Examinations normally take place within 2 weeks of the scheduled examination period.

A student who fails to sit a scheduled deferred examination in a unit forfeits their right to sit the examination.

Policy Title	Special Consideration and Deferred Examinations Policy	
Policy Owners	Director Academic Governance and Integrity	
Contact Persons	Robert Close (Robert.close@deakin.edu.au)	
Key Stakeholders	All Students of Deakin College; Academic Services	
Approval Body	Deakin College Academic Board of Studies	Agenda item and meeting date approved Item 12 – Meeting 1 2016
Relevant Legislation	N/A	
Related Policies	Assessment Policy; Grievance Procedures Relating to Academic Matters	
Related Guidelines	N/A	
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