



## Introduction

The University of Adelaide College is dedicated to providing fair, equitable, consistent and transparent assessment practices for all students. Occasionally, due to illness or adverse personal circumstances beyond their control, students may be prevented from:

- > Completing an assessment task by the due date or attending an exam, or
- > Completing an assessment task to the best of their ability.

In recognition of this, the College has set in place procedures that allow students to apply for special consideration for those assessments they believe are affected by any of the above circumstances.

Students who require an ongoing modified learning plan based on special needs should access the policy and application for Reasonable Adjustment. Reasonable adjustment is the process used to ensure that a student with documented special needs is still able to attempt the assessment requirements of a subject by modifying or adjusting the assessment without lessening the quality or demand of the assessment.

## Eligibility for special consideration

Students may apply for special consideration if unanticipated events during the study period (e.g. illness, bereavement, personal trauma) impact the student's ability to attempt or complete an assessment item to the best of their ability. Students who are uncertain about their eligibility should contact Student Services.

### International Students

Visa status for international students whose enrolment is deferred, suspended or cancelled may be affected. International students in this situation should speak to Student Services.

## Special consideration will not be granted to students:

- > who fail to note correct assessment dates/times/venues
- > who take annual leave/personal holiday during the study period
- > with high workloads/increased hours from employers or other organisations
- > who anticipate a change of employment
- > who attend events (e.g. conferences, weddings) at the time the assessment is due
- > with computer related problems (unless supporting evidence from an IT service is supplied)
- > who submit incomplete or inadequate supporting documentation
- > who submit requests outside the designated time frames.

While this list is not exhaustive, it outlines common reasons where students will not be granted special consideration. Each application will be assessed on its merit.

## How do I apply for special consideration

Students wishing to apply for special consideration should contact their teachers to make arrangements prior to the upcoming assessment event or within 24 hours of the relevant incident.

Prior to the meeting with their teacher students should:

- > Complete the Application for Special Consideration electronically, save the form and email it to their teacher.
- > Attach any medical certificate and/or any other relevant documentation (e.g. death certificate, legal documents, etc) to the application. Please note that any medical certificates must be issued before the assessment due date and cover the date of the assessment or be issued on the date of the assessment. Medical certificates issued after the assessment due date will not be accepted.
- > Submit the form to the College prior to or within 24 hours of the relevant assessment.
- > Make a copy of the application and all relevant documentation to be submitted.

Applications for Special Consideration will not be considered after the above time frame unless evidence can be provided that the request could not be submitted within the time frame.

## How is the application processed?

Please note that special consideration is not automatically guaranteed and every application is individually assessed. The student may be required to meet with their teacher or the Academic Manager to discuss the application. Timely consideration is given to every application, after which the teacher will notify the student of the outcome.

## Possible outcomes of a special consideration application

Applications for special consideration must be made using the special consideration form as soon as possible before the due date of the assessment (or within 24 hours after the event). Options for students may include:

- > deferring the assessment
- > completing an additional assessment item
- > having their assessment grade or final grade adjusted, or
- > having extra time to complete their assignment (or complete a different assignment if available).

## Multiple requests for Special Consideration

Cases of a student making multiple requests for special consideration over the study period (even with supporting documentation) are to be reviewed and assessed by the teacher and the Coordinator or Academic Manager if required. It is at the discretion of the academic staff as to whether multiple requests for special consideration are granted.

## Supporting documentation

If a student makes a request for special consideration on medical grounds, a medical certificate covering the assessment date must be completed by a registered medical practitioner (provider number included) stating that the student is unfit for study on the relevant date. Documents will be accepted from an AHPRA registered general practitioner, medical specialist, or psychiatrist.

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY**

### Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Unspecified
Family name				First name(s)			
Date of birth (dd/mm/yyyy)				Student ID			
Phone number				Email			
Address							
City				State			Postcode
Country							

### Enrolment Details

Foundation Studies Program
  Degree Transfer Program
  Pre-Master's Program
  General Academic English Program

### Special Consideration Information

Subject code, Assessment Date and Assessment

1. Subject	Teacher	Assessment Date	<input type="checkbox"/> Assignment	<input type="checkbox"/> Exam	<input type="checkbox"/> Other
1. Subject	Teacher	Assessment Date	<input type="checkbox"/> Assignment	<input type="checkbox"/> Exam	<input type="checkbox"/> Other
1. Subject	Teacher	Assessment Date	<input type="checkbox"/> Assignment	<input type="checkbox"/> Exam	<input type="checkbox"/> Other
1. Subject	Teacher	Assessment Date	<input type="checkbox"/> Assignment	<input type="checkbox"/> Exam	<input type="checkbox"/> Other

Why are you requesting special consideration:

I could not complete my assessment
  I will not be able to complete my assessment  
 I could not complete my assessment by the due date
  I will not be able to complete my assessment by the due date  
 My performance in the assessment was affected
  My performance in the assessment will be affected

Please outline in further detail why you are applying for special consideration in the space below:

### Student Declaration

I understand that the submission of an Application for Special Consideration does not automatically mean it will be approved. I give the College permission to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only		
Date application received by Authorised Representative		Recommendation (to be completed by Authorised Representative):
Date applicant notified of outcome	Date of decision	
<input type="checkbox"/> Student record updated	<input type="checkbox"/> Application filed	Outcome (to be completed by Authorised Representative or their delegated authority):
Authorised Representative's signature	Date	
<input type="checkbox"/> Check if change of application fee required		<input type="checkbox"/> File new eCoEs and change of program form in student file
<input type="checkbox"/> Generate offer letter to reflect above change of program		<input type="checkbox"/> Notify Student Services when sending new eCoE to student