

Special Consideration Matrix



Special Consideration Assessment Checklist	
Question	Response
Type of Special Consideration requested clearly stated?	Yes
Grounds for request stated?	Yes
Does the due date that student has provided correspond to the published due for the assessment item?	Yes
Is the required supporting evidence provided?	Yes
Has further documentation been provided, if this is not one of the two Special Consideration requests permitted per assessment item?	Yes
International Students only - is Confirmation of Enrolment (COE) in place?	Yes
Does this request comply with stipulated timelines?	Yes
If all 'yes' responses, then special consideration is granted and execution rules apply.	
If the above conditions are not met, the special consideration request is rejected - or further documentation may be sought where required.	

Special Consideration Decision Matrix

Applications for Special Consideration must be on the grounds listed below and will not require evidence for 1 day (in teaching Terms) or up to 3 days (in teaching Sessions), but where requests are for periods longer than this, the evidence below will be required. Except for the Covid 19 Conditions and dates listed below.				
Grounds		Types of Evidence Required	Notice Period	Example
a	HEALTH	Medical Certificate, from relevant health practitioner, which includes: - the date on which the student was examined; - a statement of the date/s the student was impacted For additional days not covered by the medical certificate a Statutory Declaration is required If a student has not been able to attend a medical appointment, a Statutory Declaration may be considered, where it explains the nature of the health matter, why they have not been able to obtain a medical certificate, and the duration of impact.		Student is impacted by their own health matters - Medical certificate showing time impacted by health matter, and if the certificate does not cover the due date or exam date, then an additional Statutory Declaration to explain further impacted dates. Student Impacted by another persons health matters, such as close family member or partner - A medical certificate if available showing dates impacted, and a statutory declaration explaining why a medical certificate could not be obtained, the relationship and details of impact. For Covid 19 - A Screenshot from a phone or email, from the Pathology Laboratory showing the date the swab was taken, Student Name, Date of Birth, Positive result. A copy of the acknowledgement of submission of a positive result from the Rapid Antigen Test, to a State Government Health website, showing the Student Name and the date submitted.
b	COMPASSIONATE CIRCUMSTANCES (Misreading a due date will not be considered grounds for Special Consideration)	An official document that corroborates the nature of the event, showing dates of impact relevant to the special consideration being sought for the assessment item. For compassionate circumstances related to someone other than the student, a Statutory Declaration is required that outlines the nature of the matter being considered for Special Consideration, the dates of impact and the relationship to the student.		Death of a close family member - Funeral notice, or Order of Service, indicating dates Death of non-family member :Requires Funeral notice / Order of Service indicating dates and a Statutory Declaration outlining relationship and therefore impact. If impacted by Domestic Violence or other Police matter , a Police Report number or a Statutory Declaration stating high level information of the nature of the matter, and the dates of impact.
c	RELIGIOUS OBSERVANCES OR CELEBRATIONS	Statement signed by an authorised officer of the appropriate organisation which validates that the date/s of the commitment corresponds with the date/s for which special consideration is requested. Where a signed statement is not available, a Statutory Declaration detailing the impact of the Religious Observances or celebrations on meeting the deadline for assessment, or exam date.	Application submitted 1 month prior to event; if extenuating circumstances a Statutory Declaration is required to explain why notice is less than 1 month.	If an Exam or presentation falls on the day of significant religious day that prevents you attending or participating, then a Statutory Declaration is required stating the relevance of the event, the date of the event and the impact on the student. Eg. a wedding to be attended, Jewish Passover, Ridvan
d	SERIOUS UNFORSEEN PERSONAL EVENTS (Misreading a due date will not be considered grounds for Special Consideration)	An official document that corroborates the nature of the event, showing dates of impact relevant to the special consideration being sought for the assessment item. If an official document is not available or the reason is in regard to a person other than the student, a Statutory Declaration is required that outlines the nature of the matter being considered for Special Consideration, the dates of impact and the relationship to the student.		For all of the following a Statutory Declaration including impacted dates will be required, where no other official documentation is available. Natural Disasters, such as Bush Fires, or Flooding. Impacts from Covid 19, such as sudden lockdowns or border closure. Family Members being impacted by Covid 19. Technology breakdowns, that results in lost work. Sudden serious accident involving the student or someone other than the student For Covid 19 - A Screenshot from a phone or email, from the Pathology Laboratory showing the date the swab was taken, Patient name, Date of Birth, Positive result. The student must then include on the Special Consideration form, the relationship to the person who has the positive result. A copy of the acknowledgement of submission of a positive result from the Rapid Antigen Test, to a State Government Health website. The student must then include on the Special Consideration form, the relationship to the person who has the positive result.
e	SELECTION IN STATE, NATIONAL OR INTERNATIONAL SPORTING / PERFORMANCE EVENTS	Statement signed by an authorised officer from the appropriate organisation to validate the date/s of the commitment for which special consideration is requested. If a signed statement is not available, a Statutory Declaration detailing the event, the dates involved, and the impact on the student in regard to the assessment.	Application submitted 1 month prior to event; or if extenuating circumstances a Statutory Declaration outlining the reason for the shorter notification.	For all of the following a Statutory Declaration including impacted dates will be required, where no other official documentation is available. Representation at State level for a particular sport. Requirement to participate in a Performance event.
f	Rendering genuine and unforeseen emergency service in a professional or voluntary capacity; or rendering any service (including undertaking training) in the Defence Reserves	Statement signed by an authorised officer from the appropriate organisation to validate the date/s of the commitment for which special consideration is requested. A Statutory Declaration if a signed statement is not available detailing the event, the dates involved, and the impact on the student in regard to the assessment.	Application to be submitted as early as possible once the commitment is known	For all of the following a Statutory Declaration with the impacted dates will be required, where no other official documentation is available. Voluntary Service in the SES to attend a natural disaster, or other event. Service in the Defence Force to attend a national or state emergency, or compulsory training.
Fraudulent documentation or misleading information in applications may be treated as non-academic misconduct. This will be sent to the Academic Portfolio Office for consideration.				

Staff Execution Rules		UA							Client Service		Client Service
		Develop Special Exam	Schedule In Class Special Exam	Update Grade	Issue Adjusted Mark	Reopen Online Quiz	Schedule Presentation	Communicate outcome to Student	Schedule Invigilated Special Exam	Communicate to Student	Charge Fee
All Assessments apart from Exams, Quizzes, Presentations, Completed Assessments and Special Considerations due to Practical/Placement/WIL	Issue Extension (based on days impacted), Limited to 7 days (Sessions) 3 Days (Terms), unless extenuating circumstances. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y						
Take Home Exam	Issue Extension (based on days impacted), Limited to 7 days (Sessions) 3 Days (Terms), unless extenuating circumstances. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y			Y			
Online Quiz	Issue Extension (based on days impacted), limited to 7 days (Sessions) 3 Days (Terms), unless extenuating circumstances. - Online Quiz closed as per original due date and reopened for SC student/s to complete on a specific pre-determined date, OR the student will be awarded a mark proportionate to other assessment items in the unit. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y	Y		Y			
Presentation in Class	Issue Extension (based on days impacted), limited to 7 days (Sessions) 3 Days (Terms), unless extenuating circumstances. - Student to present in class post extension. If classes finished, present to UA, OR the student will be awarded a mark proportionate to other assessment items in the unit. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y		Y	Y			
Group presentation in Class	Issue Extension (based on days impacted), limited to 7 days (Sessions) 3 Days (Terms), unless extenuating circumstances. - Group members not covered by SC to present in absence of SC Student OR at another pre-arranged time. SC student to present their portion in class post extension. If classes finished. Present to UA. OR the student will be awarded a mark proportionate to other assessment items in the unit. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y		Y	Y			
In Class Exam	Issue Extension (based on days impacted), limited to 7 days (Sessions) 3 Days (Terms), unless extenuating circumstances. - In class exam to be rescheduled as soon as practical, post extension period. OR the student will be awarded a mark proportionate to other assessment items in the unit. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y		Y	Y			
End of Unit Exam	If Special Consideration granted for a non-completed In Class End of Unit Exam, then: Special Exam.	Y	Y					Y			
	If Special Consideration granted for a non-completed Invigilated End of Unit Exam, then: Special Exam.	Y							Y	Y	
	If change of venue <3 weeks prior to commencement of the relevant examination period. Student to pay non-refundable fee as outlined in Rules - Fees, Charges and Sanctions								Y	Y	Y
	If Change of venue to outside of Australia. Student to pay non-refundable fee as outlined in Rules - Fees, Charges and Sanctions Student to organise an appropriate examination supervisor to be approved by this University								Y	Y	Y
	Invigilated Special exams will be held in official examination periods as designated by the Vice Chancellor								Y	Y	
	If SC granted prior to examination, for religious observances, then: a student will be examined within the immediate examination period, using the same examination materials as for the standard examination (where necessary) so long as the student: a.is available to sit the examination in the immediate examination period; and b.signs a statutory declaration declaring: i.that they will not share the contents of the examination with other students (when sitting before the general cohort); or ii.that other students have not shared the contents of the examination with them (when sitting after the general cohort). Else, an examination paper that is different, but of an equivalent standard to the examination previously set shall be used. And: If approval given <2 weeks after close of preceding examination period: Special exam to be held in next special examination period. If approval given >2 weeks after close of preceding examination period: Special exam to be held in next examination period.		Y if in class					Y	Y if Invigilated	Y	
	If international student, special examinations will be held within the duration of the students current COE.		Y if in class					Y	Y if Invigilated	Y	
	Where a student has been granted a special examination, an interim grade of Special Examination or Incomplete shall be entered on the student's record			Y							
	If special exam held beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete			Y							
Any Completed Assessment	If Assessment completed: Assessment mark may be adjusted accordingly (eg where other assessments have been submitted)			Y	Y			Y			
An assessment item with a Special Consideration due to Practical / Placement / WIL	Issue Extension (based on days impacted), and moved to the end of the placement dates. - If extension granted beyond the due date of the finalisation of grades for the session or study period, the student shall receive an interim grade of Incomplete.			Y	Y			Y			