

Special Consideration Procedure

Procedure Statement

The procedure described in this document applies to the handling of special consideration requests at Insearch and should be read in conjunction with the Assessment Procedure and the Assessment Policy.

These procedures are designed for use by all who play some role in assessment and should be freely distributed to students, academic advisers and academic staff that have a need for knowledge of assessment and special consideration matters.

SCOPE

This procedure applies to all assessment of subjects and levels conducted in all Insearch courses.

DEFINITIONS

Assessment Event	Forms part of the overall assessment of achievement of learning outcomes within a subject or level.
Assessment Task	What a student is required to do for the Assessment Event.
Course	The sequence of Academic subjects or ELT levels. The term "course" is used throughout this document to refer to Insearch diploma <u>courses</u> , UTS Foundation Studies <u>programs</u> and <u>ELT levels</u> .
RRC	Results Ratification Committee
Special Consideration	The term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to serious illness or psychological condition, loss or bereavement, hardship or trauma applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.

STEPS

Action	Description	Responsible
Apply for special consideration	1. Refer student to Academic Adviser 2. Meet with Academic Adviser to discuss case for special consideration 3. Give student special consideration application if student is experiencing serious illness or misadventure. Circumstances may include but are not limited to: <ul style="list-style-type: none"> • Serious illness or injury, hospital admission, severe anxiety or depression • Death of a parent or sibling, family or relationship breakdown • Being a victim of crime, severe disruption to domestic arrangements • Exceptional employment demands such as active service (eg. ADF Reserves, bushfire and SES services). 	Teacher/tutor Student Academic Adviser
Complete documentation	4. Fill in personal details section of the form (including assessment task title and due date) Read student consent and sign 5. See professional authority and have them fill in professional authority section of the form 6. Return application to the Academic Adviser with any supporting documentation	Student

Action	Description	Responsible
Apply special consideration	15. Use the academic judgment to determine if the student should be: <ul style="list-style-type: none"> a. given an extended deadline for an assessment task, or b. given an alternative assessment task (including allowing the final exam to replace an assessment), or c. declared, based on suitable evidence, to have achieved the objectives of one or more assessment items within a subject or level, or d. declared, based on suitable evidence, to have achieved the objectives of an entire subject or level, or e. applying for withdrawal without academic penalty from a subject after the census date (Diploma or UTS Foundation Studies), or from a level (ELT); or f. given no alteration or concession; 16. Action special consideration and advise student of actions 17. Indicate which option on the checklist was taken and notify Program Manager and Academic Adviser	Subject coordinator / Tutor
Review	18. Check for consistency and review actions taken	Program Manager
Maintain records	19. Add SPCON and AREP comment to student record on student one 20. Update main special consideration spreadsheet (include actions taken)	Academic Adviser
Verify records	21. Follow up to ensure all actions have been implemented 22. Report to RRC.	Program Manager
Review records	23. Review actions to ensure consistency across programs End of Procedure	RRC

SUPPORTING DOCUMENTS

- Assessment Procedure
- Assessment Policy
- Special consideration form
- Sample email to Program Managers

ADMIN USE ONLY

APPROVAL	
Signature:	
Name:	Tim Laurence, Dean of Studies Date: 23-Sept-2014
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Policy Owner:	Associate Dean of Studies
Policy ID:	PRO/EDU/02/14
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