



SPECIAL CONSIDERATION – ILLNESS AND MISADVENTURE POLICY

Responsible Officer	Pro-Vice-Chancellor (Students) and Registrar		
Contact Officer	Director, Student Management		
Superseded Documents			
Review	Pro-Vice Chancellor (Students) and Registrar, April 2011		
File Number	2002/2205		
Associated Documents	<ul style="list-style-type: none">- Code of Practice – Students with Disabilities- Special Consideration Guidelines- Student and Academic Administration Glossary- Assessment Policy- Support for UNSW Student Members of the Australian Defence Reserves		
Version	Authorisation	Approval Date	Effective Date
1.0	Authorised by the Academic Board (AB08/23)	1 April 2008	1 April 2008

1. Preamble

1.1 Purpose

The purpose of Special Consideration is to enable the University to assess and address the impact on students of short term events, beyond the control of the student, that affect performance in a specific assessment task or tasks.

2. Scope

This policy applies to all assessment tasks undertaken in coursework programs and in coursework components of research degree programs. Promulgation of guidelines for implementation of this policy is the responsibility of the Pro-Vice-Chancellor (Students) and Registrar.

3. Definitions

The **Student and Academic Administration Glossary** contains definitions of the key concepts used in this Policy.

4. Policy Statement

The University's policy on Special Consideration – Illness and Misadventure is as follows:

1. The **purpose** of Special Consideration is to enable the University to assess and address the impact on students of short term events, beyond the control of the student, that affect performance in a specific assessment task or tasks. Students with a disability, and those with ongoing medical conditions, who require consideration of their circumstances and support, are advised to register with the Equity and Diversity Unit. Registration is advisable but not obligatory. Refer to the Code of Practice – Students with Disabilities.
2. Students are required to apply for Special Consideration. All **applications** and necessary documentation should normally be provided by the student to the University as soon as practicable after the problem occurs, and, at the latest, within three working days of the assessment or the period covered by the supporting

documentation. Applications made on behalf of a student by an external representative are only acceptable in cases of student incapacity.

3. Lodging an application for Special Consideration **does not guarantee** that a student will be granted additional assessment. Refer to paragraphs 8 and 9 below for information on the outcomes of an application for Special Consideration.
4. Special Consideration is intended to ensure that all students are assessed and treated **equitably**. In addition, applications for Special Consideration are to be dealt with consistently across the cohort of students in a course.
5. The **Registrar is responsible** for establishing and then monitoring the effectiveness of Guidelines and Systems for managing Special Consideration. Guidelines are to be applied consistently across the University, but are to allow for companion or local procedures to be put in place by faculties, program and course authorities to address the needs of different cohorts of students, such as those studying off-campus or in online courses. Systems for recording applications for Special Consideration must be robust and capable of providing sufficient information for a fully informed decision to be made by the course authority.
6. Special Consideration is **intended** to provide assistance to a student whose academic work has been substantially hampered by short-term illness or misadventure. Special Consideration is not precluded if a student has already passed in the assessment task. It is not a mechanism to appeal against an assessment outcome.
7. Special Consideration **will not be granted** when students are unable to complete an assessment task due to a planned or foreseeable absence (e.g. travel, holidays, sporting or other recreational activities, or employment).
8. Course authorities are required to give all applications for Special Consideration careful consideration. When determining the outcome of an application for Special Consideration, the **course authority will consider**:
 - a) the nature of the assessment in which performance was affected;
 - b) the student's performance in other items of assessment in the course;
 - c) the severity of the event and its impact on the student's performance;

The Course Authority may also take into account:

 - d) the student's academic standing;
 - e) the student's history of previous applications for Special Consideration.
9. **Outcomes** of applications for Special Consideration may include:
 - a) no action;
 - b) additional assessment (e.g. a supplementary examination) to fairly assess performance – while there is no requirement that the form of the additional assessment should be identical to the original assessment, it should assess the same learning outcomes;
 - c) marks derived from other, completed assessment tasks may be aggregated or averaged to achieve an overall mark;
 - d) a deadline for assessment may be extended;
 - e) discontinuation without failure from the course may be recommended
 - f) the final mark for the course may be excluded from calculations for Honours enrolment/grade etc.

There is no provision for a student's final mark in a course to be increased other than via (b) or (c) above.

10. Special Consideration, when granted by a course authority, is primarily intended as an extra opportunity for students to demonstrate the level of performance of which they are capable. Although course authorities are responsible for determining Special Consideration applications, it is the **Faculty Assessment Review Group's responsibility** to ensure that all relevant information has been taken into account in determining the final mark for any student in a course.

5. Legal & Policy Framework

The University's Assessment Policy provides the context for this Policy on Special Consideration. This Policy amplifies Section 4 ('Special Consideration') of the Assessment Policy.

6. Implementation

6.1 Roles & Responsibilities

The Registrar is responsible for implementation of this policy.

Course authorities are responsible for determining Special Consideration applications.

The **Faculty Assessment Review Group** is responsible for ensuring that all relevant information has been taken into account in determining the final mark for any student in a course.

6.2 Support and Advice

Information on Special Consideration and the Special Consideration form is available on myUNSW

<https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>

Contact your Course Authority at your [Program or Course Office](#).

Further information about Special Consideration can also be obtained from Student Central by emailing studentcentral@unsw.edu.au or at The Chancellery Building, Lower Ground.

6.3 Communication

This policy will be communicated to students through the Low Down online news, Student Central, communication to Faculties, the Student Liaison Group and campus meetings.

6.4 Guidelines and Forms

[Special Consideration Guidelines](#)

Form: [Request for Special Consideration due to Illness or Misadventure](#)

7. Review

This policy is due for review three years from its date of effect.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Academic Board	1 April 2008	1 April 2008	

Archived Version