

# **Special Consideration Procedure**

### PROCEDURE PURPOSE

This procedure explains the process and steps for managing students' requests for special consideration at UTS Insearch and should be read in conjunction with the Assessment Procedure and the Assessment Policy. The purpose it to set out the procedure for students seeking to notify UTS Insearch when they experience short-term, unexpected, serious and unavoidable circumstances, for at least 3 days duration which affect their performance in assessment, and the basis and mechanism through which UTS Insearch will provide support in accordance with the Assessment Policy.

These procedures are designed for use by all who play some role in assessment and should be freely distributed to students, Study Success 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 UTS Insearch courses.

**DEFINITIONS** are set out at the end of this procedure.

#### PROCEDURE STEPS

Activity	Description	Responsible
Apply for Special Consideration	<ol> <li>Refer student to Study Success Advisers.</li> <li>Meet with Study Success Advisers to discuss case for special consideration.</li> <li>Application for Special Consideration must be lodged no later than five (5) working days after the assessment task due date.</li> </ol>	Teacher/Tutor  Student/ Study Success Advisers



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	Give student special consideration application if student is experiencing serious illness or misadventure. Circumstances may include but are not limited to:	Student/ Study Success Advisers
	<ul> <li>serious illness or injury, where a medical certificate states that the student was unable to attend classes;</li> </ul>	
Ampledan	<ul> <li>bereavement of close family members such as parents or grandparents;</li> </ul>	
Apply for Special Consideration	<ul> <li>major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;</li> </ul>	
	<ul> <li>a traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student; and</li> </ul>	
	any other circumstance would require evidence to be considered as compassionate or compelling.	
	All Special Consideration applications must be submitted to Study Success Advisers.	Study Success Advisers
Apply for Special Consideration	6. Lodging an application for Special Consideration does not guarantee that a student will be granted an additional/alternative assessment.	
	7. Study Success Advisers to add notes in CANVAS stating that Special Consideration form was offered to student.	
	8. A Special Consideration application must be	Student
	supported by documentary evidence at the time of	
	submission and may include:	
Complete Documentation	Original supporting documentation; or	
Doddinentation	A Medical Certificate; or	
	A Completed Professional Authority Form; or	
	Appropriate documentary evidence for non- medical circumstances.	



Complete Documentation	<ol> <li>Student to complete personal details section of the form (including assessment task title and due date) Read student consent and sign</li> <li>Return application to the Study Success Adviser with any supporting documentation.</li> <li>UTS Insearch reserves the right to request and retain the originals of supporting documentation and will conduct audits of supporting documentation submitted electronically.</li> </ol>	Student
Assess	<ol> <li>The assessment of whether a student's circumstances were serious and unavoidable is made by Study Success Adviser.</li> <li>Check application has been filled in correctly by the student.</li> <li>Study Success Advisers to add notes in CANVAS stating that Special Consideration form has been submitted.</li> <li>Give application and detailed student history report to Study Success Adviser Team Leader or Associate Dean of Studies.</li> <li>Check the length of time affected, the assessments due within that time and the severity as indicated by the professional authority.</li> <li>If documentation is valid: grant special consideration.</li> <li>Email the relevant program manager, subject coordinator and study success adviser to notify the request has been granted. Include checklist for actions regarding the severity of the circumstances for guidance</li> <li>Decline special consideration request</li> <li>Return form to Study Success Adviser</li> </ol>	Study Success Adviser Team Leader or Associate Dean of Studies

Notify Student	20. Notify student via email that request has either been granted or declined	Study Success Adviser
Apply Special Consideration	<ul> <li>21. Use the academic judgment to determine if the student should be: <ul> <li>Given an extension of time for the submission of an assessment task.</li> <li>As results are due back to students within two weeks of a task then the extension cannot be beyond this length of time.</li> <li>Given an alternative assessment task.</li> <li>Allowed for the final exam to replace another task.</li> <li>Gave an alternative task that achieves the same outcomes (new submission date).</li> <li>For a group assignment where one member of the group has special consideration - asked student to complete a task showing that they have achieved the same content knowledge (outcomes) but removed the group performance component.</li> <li>Declared, based on suitable evidence, that the student has achieved the objectives of one or more assessment items within a subject or level.</li> <li>This decision can only be made in consultation with the Program Manager.</li> <li>Applied but no action taken as students' performance has been consistent and there has been no impact.</li> <li>Other (please specify) such as special exam etc.</li> </ul> </li> <li>22. Action special consideration and advise student of actions.</li> <li>23. Indicate which option on the checklist was taken and notify Program Manager and Study Success Adviser.</li> <li>24. In exceptional circumstances, the Study Success Advisor Team Leader or Program Manager may recommend to the Dean of Studies that the student be withdrawan without academic penalty from a subject after the census date (Diploma or UTS Foundation Studies).</li> </ul>	Subject coordinator / Tutor/Study Success Adviser  Study Success Adviser  Study Success Advisor Team Leader/ Program Manager/ Dean of Studies



Review	25. Check for consistency and review actions taken.	Program Manager
Maintain Records	<ul><li>26. Add SPCON and AREP comment to student record on CANVAS.</li><li>27. Update main special consideration spreadsheet (include actions taken) by Study Success Adviser Team Leader</li></ul>	Study Success Adviser Study Success Adviser Team Leader
Verify Records	<ul><li>28. Follow up to ensure all actions have been implemented.</li><li>29. Report to RRC.</li></ul>	Program Manager/ Study Success Adviser Team Leader
Review Records	Review actions to ensure consistency across programs  End of Procedure	RRC

## **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 UTS Insearch diploma courses, UTS Foundation Studies programs and ELT levels.
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.



## **ADMIN USE ONLY**

APPROVAL		
Signature:		
Name: Tim Laurence,	Dean of Studies	Date: 17 January 2020
Procedure Title	Special Consideration Procedure	•
Executive	Dean of Studies	
Manager	Associate Dean of Studies	
Procedure ID	PROC/EDUC/05/20/Exec	
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