

## Special Consideration Procedure

### PROCEDURE PURPOSE

This procedure explains the process and steps for managing students' requests for special consideration at UTS College and should be read in conjunction with the Assessment Procedure and the Assessment Policy. The purpose is to set out the procedure for students seeking to notify UTS College 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 College 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 College courses.

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

### PROCEDURE STEPS

Activity	Description	Responsible
<b>Apply for Special Consideration</b>	<ol style="list-style-type: none"> <li>1. Refer student to Study Success Advisers.</li> <li>2. Meet with Study Success Advisers to discuss case for special consideration.</li> <li>3. Application for Special Consideration must be lodged <b>no later than five (5) working days after the assessment task due date.</b></li> </ol>	<p>Teacher/Tutor</p> <p>Student/ Study Success Advisers</p>

<p><b>Apply for Special Consideration</b></p>	<p>4. Give student special consideration application if student is experiencing serious illness or misadventure. Circumstances may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• serious illness or injury, where a medical certificate states that the student was unable to attend classes;</li> <li>• bereavement of close family members such as parents or grandparents;</li> <li>• major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;</li> <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> <li>• any other circumstance would require evidence to be considered as compassionate or compelling.</li> </ul>	<p>Student/ Study Success Advisers</p>
<p><b>Apply for Special Consideration</b></p>	<p>5. All Special Consideration applications must be submitted to Study Success Advisers.</p> <p>6. Lodging an application for Special Consideration does not guarantee that a student will be granted an additional/alternative assessment.</p> <p>7. Study Success Advisers to add notes in CANVAS stating that Special Consideration form was offered to student.</p>	<p>Study Success Advisers</p>
<p><b>Complete Documentation</b></p>	<p>8. A Special Consideration application must be supported by documentary evidence at the time of submission and may include:</p> <ul style="list-style-type: none"> <li>• Original supporting documentation; or</li> <li>• A Medical Certificate; or</li> <li>• A Completed Professional Authority Form; or</li> <li>• Appropriate documentary evidence for non-medical circumstances.</li> </ul>	<p>Student</p>

<p><b>Complete Documentation</b></p>	<p>9. Student to complete personal details section of the form (including assessment task title and due date) Read student consent and sign</p> <p>10. Return application to the Study Success Adviser with any supporting documentation.</p> <p>UTS College reserves the right to request and retain the originals of supporting documentation and will conduct audits of supporting documentation submitted electronically.</p>	<p>Student</p>
<p><b>Assess Application</b></p>	<p>11. The assessment of whether a student's circumstances were serious and unavoidable is made by Study Success Adviser.</p> <p>12. Check application has been filled in correctly by the student.</p> <p>13. Study Success Advisers to add notes in CANVAS stating that Special Consideration form has been submitted.</p> <p>14. Give application and detailed student history report to Study Success Adviser Team Leader or Associate Dean of Studies.</p> <p>15. Check the length of time affected, the assessments due within that time and the severity as indicated by the professional authority.</p> <p>16. If documentation is valid: grant special consideration.</p> <p>17. 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</p> <p><u>If documentation is not valid:</u></p> <p>18. Decline special consideration request</p> <p>19. Return form to Study Success Adviser</p>	<p>Study Success Adviser</p> <p>Study Success Adviser Team Leader or Associate Dean of Studies</p>

<b>Notify Student</b>	20. Notify student via email that request has either been granted or declined	Study Success Adviser
<b>Apply Special Consideration</b>	<p>21. Use the academic judgment to determine if the student should be:</p> <ul style="list-style-type: none"> <li>• <b>Given an extension of time for the submission of an assessment task.</b> <ul style="list-style-type: none"> <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> </ul> </li> <li>• <b>Given an alternative assessment task.</b> <ul style="list-style-type: none"> <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> </ul> </li> <li>• <b>Declared, based on suitable evidence, that the student has achieved the objectives of one or more assessment items within a subject or level.</b> <ul style="list-style-type: none"> <li>○ This decision can only be made in consultation with the Program Manager.</li> </ul> </li> <li>• <b>Applied but no action taken as students' performance has been consistent and there has been no impact.</b></li> <li>• <b>Other (please specify) such as special exam etc.</b></li> </ul> <p>22. Action special consideration and advise student of actions.</p> <p>23. Indicate which option on the checklist was taken and notify Program Manager and Study Success Adviser.</p> <p>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).</p>	<p>Subject coordinator / Tutor/Study Success Adviser</p> <p>Study Success Advisor Team Leader/ Program Manager/ Dean of Studies</p>

<b>Review</b>	25. Check for consistency and review actions taken.	Program Manager
<b>Maintain Records</b>	26. Add SPCON and AREP comment to student record on CANVAS.	Study Success Adviser
	27. Update main special consideration spreadsheet (include actions taken) by Study Success Adviser Team Leader	Study Success Adviser Team Leader
<b>Verify Records</b>	28. Follow up to ensure all actions have been implemented.	Program Manager/ Study Success Adviser Team Leader
	29. Report to RRC.	
<b>Review Records</b>	30. Review actions to ensure consistency across programs	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 College 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.

Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
UTS College	Insearch Limited, its representative offices and its controlled entities.

## ADMIN USE ONLY

APPROVAL	
Signature:	
Name:	<b>Dean of Studies</b> <span style="float: right;">Date: 17 January 2020</span>
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Executive Manager	Dean of Studies Associate Dean of Studies
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