

# Special Consideration Policy

<b>Purpose</b>	This policy sets out the rules for students whose performance in <i>assessment tasks</i> <sup>1</sup> during the semester or in the final examination has been affected by <i>compassionate or compelling circumstances</i> <sup>2</sup> .
<b>Scope</b>	This policy applies to all students enrolled at SIBT and staff involved in teaching, assessing and student support services.
<b>The Policy</b>	<p>Sydney Institute of Business &amp; Technology is firmly committed to all aspects of its learning and teaching. SIBT recognises that a student’s performance in assessment tasks or examinations may be affected by compassionate or compelling circumstances, and as such, do not reach their usual performance level. Special consideration policy allows for reasonable adjustment to the standard assessment requirements and ensures staff and students can act consistently, equitably and transparently.</p> <p>All students have the right to submit an applications for Special Consideration</p> <p>For an application to be valid, the student must have been performing satisfactorily in the unit prior to being affected by compassionate and compelling circumstances.</p>
<b>Key Points</b>	<a href="#">Student application guidelines</a> <a href="#">Reasons for granting special consideration</a> <a href="#">Possible outcomes of the application</a> <a href="#">Notification of the application outcome</a> <a href="#">Application processing time</a> <a href="#">Appeal options</a> <a href="#">Definitions</a>
<b>Relevant Forms</b>	<a href="#">Special Consideration Application Form</a>

### **Student application guidelines**

The [Special Consideration Application Form](#) including all supporting documents must be lodged before or no later than 24 hours after the due date for the assessment task or the final examination. Late applications will only be considered in exceptional circumstances.

#### [Special Consideration Application Form](#)

- Students applying for special consideration for an assessment task must complete the application and make an appointment with a Student Adviser
- Application for special consideration for the final examination must be submitted to the SIBT reception

#### Supporting documentation

- Where the particular circumstances are medical in nature, an original medical certificate must be provided
- Where the particular circumstances are non-medical in nature, relevant supporting documentation must be attached to the application
- All documents provided must be the original document or a certified copy of the original
- Documents written in a language other than English must be accompanied by an English translation prepared by an *accredited translator*<sup>3</sup>

### **Reasons for granting special consideration**

Special consideration may only be granted if:

- i. A student has four examinations over two consecutive days; or
- ii. A student's work at any time during the semester was affected by compassionate or compelling circumstances which prevented them from preparing or presenting for all or part of an assessment task or sitting for an examination; or
- iii. During the performance of an assessment task or examination a student was affected by compassionate or compelling circumstances

The Academic Advisor may also take the following into consideration when determining whether special consideration is warranted:

- Student's academic performance; and/or
- Student's attendance

The following factors would **not** normally be considered as reasonable grounds for compassionate or compelling circumstances:

- Transport delay
- Routine demands of employment
- Difficulties in adjusting to college life, to the self discipline needed to study effectively, and to the demands of academic work
- Routine financial support needs
- Lack of knowledge of requirements of academic work
- Misread examination timetable
- Recreational travel (domestic or international)

SIBT will use its professional judgment to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, SIBT will consider documentary evidence provided to support the claim. All copies or originals of these documents will be kept on the student's file.

### **Possible outcomes of the application**

- i. Application rejected on the grounds of late submission
- ii. Application rejected on the grounds of inadequate documentation provided
- iii. Application rejected as the circumstances are not significant enough to warrant special consideration
- iv. Application considered and no additional assessable work required
- v. Application considered with the student being required to undertake additional assessable work (e.g. A supplementary examination)

### **Notification of the application outcome**

SIBT staff will inform the applicant of the outcome of the application and provide any additional arrangements for the student's *supplementary*<sup>4</sup> or *deferred*<sup>5</sup> *assessment task/examination* (if applicable) through one of the following methods:

- i. In person
- ii. Telephone
- iii. Student Portal

iv. Email

Note: Supplementary/deferred examinations are conducted in the enrolment week of the following semester.

**Application processing time**

Applications will be considered within five (5) working days.

**Application fees**

	Local student fee	Overseas student fee
Deferred assessment task /final examination	\$50 successful applicants only	\$50 application fee
Supplementary assessment task /final examination	No charge	No charge

**Appeal options**

If a student is not satisfied with the outcome of their application, they may appeal the decision by following the SIBT's Academic Grievance Procedures.

**Definitions**

1. ASSESSMENT TASK  
Any assessment task other than the final examination.
2. COMPASSIONATE OR COMPELLING CIRCUMSTANCES  
Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
  - A serious illness or injury that prevents a student from completing or sitting an examination or seriously affects their preparation for the examination or submitting assessment tasks (a medical certificate supporting that the student was unable to attend classes will be required)
  - Bereavement for *immediate family members*<sup>6</sup>, family relationship breakdown
  - The student is involved in custody proceedings for their child (these cases should be supported by police or court reports)
  - Immediate family member with long-term medical condition requiring care
  - The student is pregnant (a medical certificate supporting that the student was unable to attend classes will be required)
  - The student is a party in legal proceedings where the timing is beyond the student's control (these cases should be supported by police or court reports)
  - A legal commitment, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, and the requirement to attend is specified in supporting documentation
  - A student has been caught up in a natural disaster, political uprising or other tragic event
3. ACCREDITED TRANSLATOR  
A translator who has received accreditation from a professional association such as National Accreditation Authority for Translators and Interpreters (NAATI) , Institute of Translation and Interpreting (ITI) or American Translators Association (ATA) or other.
4. SUPPLEMENTARY ASSESSMENT TASK/EXAMINATION  
The supplementary assessment/examination is a second opportunity to take the assessment task/examination for a unit. Student may be permitted to attempt supplementary assessment task/examination where student's performance in an assessment task/examination has been affected by compassionate or compelling circumstances.
5. DEFERRED ASSESSMENT TASK/EXAMINATION  
Deferred assessment task/examination is a concession intended to allow students, who are unable to attend an assessment task/examination at the scheduled time to take the assessment task/examination at a later date. Deferred assessment task/examination will only be granted where a student is unable to attend the assessment task/examination due to compassionate or compelling circumstances.
6. IMMEDIATE FAMILY MEMBER  
An immediate family member includes a spouse, de facto spouse, parent, parent-in-law, sibling and a child.

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<b>Reference Number:</b>	QTDPO001
<b>Relevant Policies:</b>	Assessment Policy, Course Progress Policy, Attendance Policy
<b>Relevant Legislation:</b>	AQTF 2007 Standard 1.5 & 2.4, Standard 13 of the National Code 2007, QAF 3 Factor F3.7