

Special Consideration - new policy and procedures ... Effective from Semester 1, 2009

A number of changes to the policy and procedures relating to special consideration which will take effect for all teaching periods with a census date after 15 February 2009. The new policy and procedures will **not** apply to the current summer semester teaching periods, but will apply to semester one 2009. Each faculty will need to update their special consideration website (on 15 February) to provide faculty specific information for students, based upon the new policy and procedures.

Forms

All applications for special consideration will be required to be made using one of the University's standard application forms:

1. In-semester assessment task special consideration application form
2. End-of-semester exam/assessment special consideration application form

A copy of the forms are provided below and will be available to students from 15 February 2009 at <http://www.monash.edu.au/exams/special-consideration.html>

Before using either of these forms students must consult the relevant faculty website for faculty-specific information. For:

- In-semester special consideration: consult the procedures of the faculty responsible for teaching the unit
- End-of-semester special consideration: consult the procedures of the faculty managing your course of enrolment.

Eligibility

The wording of the eligibility clause covering illness has been refined to reflect that special consideration is available for acute illness only. The rewording also recognises that a psychological condition is covered by the term "illness".

Medical evidence

The procedures have been revised to simplify the requirements regarding medical evidence. Medical certificates must state that the student was unfit to sit the examination on the relevant date or unable to complete work for assessment on or before the relevant date. The revised procedures are intended to ensure greater consistency in outcomes for students and remove the need for non-medical staff to make judgements about a student's degree of incapacitation.

In-semester special consideration processes

The faculty teaching the relevant unit will receive and record the application according to their own procedures. Details of where to lodge the application must be provided on the faculty website.

The faculty teaching the relevant unit is responsible for determining if a late application for special consideration will be accepted. If a late application is rejected then the teaching faculty will notify the student of this decision.

The faculty responsible for teaching the relevant unit will decide the outcome of special consideration and will notify the student of the application outcome, according to their processes.

Once special consideration has been granted for a given set of circumstances, further special consideration will not normally be granted for the same in-semester assessment task.

End of semester process

The student's Course Managing faculty is responsible for receiving and recording the original application on Callista.

The student's Course Managing faculty is responsible for determining if a late application for special consideration will be accepted. If a late application is rejected then the Course Managing faculty will notify the student of this decision.

The student's Course Managing faculty will distribute the applications to the Unit Teaching faculty/department [If the original application is not lodged at the Course Managing Faculty office, then the delegated office is responsible for this step].

The Unit Teaching faculty/department will make a recommendation to the Course Managing faculty as to the outcome of the application for special consideration.

The Unit Teaching faculty/department will return the original application with the recommended outcome noted on the form to the Course Managing faculty for approval, retention and recording on Callista.

The Unit Teaching faculty/department is responsible for notifying the student of the outcome of applications regarding end-of-semester assessment tasks and for early approval of deferred exams. The Course Managing faculty is required to advise the Unit Teaching faculty/department when it does not accept its recommendation

A student who attends the final exam but is unfit to complete due to illness or other eligible cause must, if the student wishes to apply for special consideration:

- Advise the examination invigilator no later than 30 minutes before the scheduled end of the examination that they are unable to complete the examination and that they intend to apply for special consideration;
- Complete an Examination Cancellation Request Form declaring themselves unfit to complete the examination and acknowledging that their attempt at the final examination will not be marked;
- Provide the Unit Teaching faculty with an End-of-Semester Special Consideration Application Form, together with supporting documentation, no later than two University working days after the date of their last scheduled examination.

When a student completes an Examination Cancellation Request Form,

- The examination invigilator will attach a sticker on the exam script book indicating that the student has completed an Examination Cancellation Request Form and that the examination is not to be marked.
- Examination Cancellation Request Forms will be sent to the Unit Teaching faculty/department with the attendance list and script books. The Unit Teaching faculty/department will attach the form to the special consideration applications when received.
- If the student's special consideration application is refused, the examination that was sat will then be marked and count towards the final result for the unit.

Deferred examinations

The granting of deferred examinations will be restricted to students who were unable to attend the final exam or who sat the final exam but were unable to complete due to illness or other exceptional reasons.

Note: Students who complete the final examination/assessment task will not be eligible for special consideration.

An early approval process is to be introduced for deferred exams. Early determination of applications will require the delegation of the powers of the Board of Examiners to a suitable officer or sub-committee. For end of semester examinations students may lodge an application for early approval of a deferred examination up until five University working days before the examination for which special consideration is sought.

Students are to be notified via their student email account of the outcome of their application at least 24 hours before the exam by the Unit Teaching faculty/department notifying them that:

- the application is successful and that they should attend the deferred examination only; or
- the application is unsuccessful and that they should attend the final examination as scheduled.

If a student presents for the final examination after being awarded a deferred examination, the special consideration decision will be revoked, and the mark for the final examination sat will count towards their mark. No further special consideration applications can be lodged for that examination.

Deferred examinations will be scheduled during the official deferred examination period as determined and publicised by the Examinations Unit unless the faculty decides otherwise, in which case a minimum of five University working days notice will be given to the student, via their Monash University email account.

Mark adjustment definition

The definition of 'Mark Adjustment', which is no longer an outcome of special consideration is: "The alteration of a mark using a subjective judgement of the impact of illness or other hardship on a student's performance".

Delayed-deferred exams

Delayed-deferred examinations may only be granted in exceptional circumstances beyond the control of the student. An example is where the student was an inpatient in a hospital on the day of the exam.

Applicants must submit a written request together with a copy of the original deferred examination application and supporting evidence, to the Deputy Vice-Chancellor Education or nominee (Building 3A, Monash University, Clayton Campus, 3800) no later than two University working days after the relevant deferred examination.

Applicants must provide substantiated evidence of extenuating circumstances beyond their control which prevented them from sitting the scheduled deferred examination.

The application will be acknowledged via Monash University email and a formal response delivered by Monash University email within ten University working days.

The application will be assessed by the Deputy Vice-Chancellor (Education) or nominee, who will make a recommendation to the Board of Examiners of the Course-Managing Faculty.

The Board of Examiners will then determine whether to grant the application and will advise the Deputy Vice-Chancellor (Education) or nominee of its decision.

The Deputy Vice-Chancellor will formally notify the applicant of the decision of the Board of Examiners.

Policy and procedures website

The new policy and procedures are available at <http://www.policy.monash.edu/policy-bank/academic/education/assessment/index.html>