

Special Consideration Policy and Procedures

Purpose

The purpose of this policy is to establish the principles and procedures that support students at the Central Institute of Technology and Innovation (the Institute) who experience short-term, serious, unavoidable, and significantly disruptive circumstances affecting their performance in assessments. This policy ensures that all students are provided with equitable opportunities to demonstrate their learning outcomes.

Scope

This policy applies to all students enrolled in courses at the Institute and all staff who are involved in setting, evaluating, and marking assessments.

Related Documents

This policy should be read in conjunction with the following Institute documents:

- Student Code of Conduct Policy and Procedures
- Student Support Policy and Procedures
- Misconduct Policy and Procedures
- Student Reasonable Adjustment Policy and Procedures
- Academic Progression Policy and Procedures
- Student Grievances, Complaints, and Appeals Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

| Term | Definition |
|--------------------------------------|---|
| Staff Member | Any person who is an employee of the Institute. This includes full-time, part-time, sessional, and casual staff. |
| Student | Any person enrolled as a student of the Institute. This includes enrolment in all modes of study and at all locations. |
| Unit of Study | A unit of study is an academic module which forms part of a course of study. A unit of study has a credit point value that contributes towards a course. |
| Unit Coordinator | A unit coordinator is responsible for providing the teaching materials and resources, as well as administering the assessment, for an individual unit of study |
| Academic Head (Dean) | Academic Head (Dean) is the title for an administrator who leads the academic departments within the Institute. The Dean reports to the Chief Executive Officer and to the relevant governing boards. |
| Grades | Grades are a mark indicating the quality of a student's work for a unit of study. All grades are approved by the Academic Board. |
| Unit Learning Outcomes (ULOs) | Unit Learning Outcomes are statements of what a learner is expected to know, understand, and be able to do at the end of a period of learning. They are a statement of |



| Term | Definition |
|-----------------------------------|---|
| | what a student is expected to demonstrate their achievement of the learning. ULOs are approved by the Academic Board and are reviewed under the Course and Unit Review Policy and Procedures. |
| Assessment | Assessment is the systematic basis for making inferences about the learning and development of students. It is the process of defining, selecting, designing, collecting, analysing, interpreting, and using information to increase students' learning and development. Assessment is reviewed at the end of each period of study and is also reviewed under the Course and Unit Review Policy and Procedures. |
| Group assessment | An assessment procedure in which students work together in groups to prepare, produce and (in some cases) present their work. Students will be graded individually for their specific contribution to their group's overall work. |
| Late Assessment Submission | Late assignment submission means when a student submits an assignment after the due date without permission, with the possibility that they may incur a penalty in their marks. |
| Request for Extension | A written request to extend the submission date of a scheduled assessment due to matters that have prevented the completion and/or submission of assessment. A successful request for extension means that |

| Term | Definition |
|--|---|
| | a student will not incur a penalty in marks for a late submission. |
| Special Consideration | Special consideration is the process for assessing the impact of short-term events beyond a student's control (exceptional circumstances), on their performance in a specific assessment task or series of assessment tasks. |
| Supplementary Assessment | Supplementary assessment provides an additional opportunity for a student who has not achieved a passing grade for a topic to demonstrate that they have achieved the learning outcomes of the topic by completing an additional assessment activity. |
| Deferred Assessment | Deferred assessment provides an additional opportunity for a student who has missed or been unable to complete a scheduled assessment due to extenuating circumstances. |
| Serious and Unavoidable Circumstances | Serious and Unavoidable Circumstances means events that are unexpected, beyond the student's control, and could not have been reasonably anticipated, which significantly disrupt the student's ability to prepare for or perform in an assessment. |
| Supporting Evidence | Supporting Evidence means documentation that substantiates the student's claim of serious and unavoidable circumstances, |

| Term | Definition |
|------|---|
| | such as medical certificates, death notices, or official letters. |

Policy Principles

The following principles apply to Special Consideration at the Institute

1. **Fairness and Equity:** The Institute ensures that all students have equitable access to special consideration processes, with decisions made impartially and based on clear criteria. (Domain Standard 1.3 – Orientation and Progression, and 2.4 – Student Grievances and Complaints)
2. **Evidence-Based Decision Making:** Special consideration applications must be supported by verifiable evidence, ensuring consistency and integrity in decision-making. (Domain Standard 7.2 – Information for Prospective and Current Students)
3. **Academic Integrity and Rigour:** Adjustments granted under special consideration must maintain academic standards and ensure that learning outcomes are met without compromising academic integrity. (Domain Standard 1.4 – Learning Outcomes and Assessment, and 5.2 – Academic and Research Integrity)
4. **Timeliness and Transparency:** Applications for special consideration must be assessed promptly, with clear communication of decisions and rationale provided to students within a reasonable timeframe. (Domain Standard 7.3 – Information Management and 2.4 – Student Grievances and Complaints)
5. **Student Wellbeing and Support:** The Institute acknowledges that personal, medical, and exceptional circumstances may impact academic performance and provides appropriate support and referrals where needed. (Domain Standard 2.3 – Wellbeing and Safety).
6. **Confidentiality and Privacy:** All special consideration applications and related documentation will be handled confidentially, in accordance with privacy laws and institutional policies. (Domain Standard 7.2 – Information for Prospective and Current Students, and 7.3 – Information Management).

7. **Consistency and Accountability:** Decisions regarding special consideration will be made consistently and documented to ensure accountability and ongoing quality improvement. (Domain Standard 5.3 – Monitoring, Review and Improvement, and 6.2 – Corporate Monitoring and Accountability)

Policy Statement

The Institute recognises that students may encounter short-term, serious, unavoidable, and significantly disruptive circumstances that can affect their performance in assessments. In such cases, the Institute will provide affected students with an opportunity to undertake the affected assessment or an alternative assessment to demonstrate that they have met the relevant learning outcomes of a unit or units. All applications for special consideration must be supported by evidence as described in the Special Consideration Application Form (Appendix 1) and be submitted by the prescribed deadline.

1. Special Consideration

Special consideration is the process for assessing the impact of short-term events beyond a student's control (exceptional circumstances) on student's performance in a specific assessment task and/or tasks. These are exceptional circumstances or situations that may:

- 1.1 Prevent a student from completing a unit requirement.
- 1.2 Prevent a student from attending an assessment.
- 1.3 Prevent a student from submitting an assessment
- 1.4 Significantly affect a student's assessment performance

2. Applying for Special Consideration

- 2.1 The Institute has a Fit to Sit/Submit rule, which means that if a student sits an exam or submits an assessment, they are declaring themselves fit to do so and cannot later apply for special consideration.



- 2.2 The Institute will consider any special circumstances that may have educationally disadvantaged a particular applicant. This is accordance with relevant Policy, as well as the Higher Education Support Act (2003).
- 2.3 Submitting a request for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.
- 2.4 Students must apply for special consideration prior to the assessment due date and/or within 24 hours of the missed assessment or exam, except where their circumstances of illness or misadventure prevent them from doing so.
- 2.5 Special consideration forms and documentation must be lodged with Student Services. Special consideration forms can be accessed on the Learning Management System.
- 2.6 Students must attach relevant documentation to the application. This may be in the form of evidence such as medical certificates, police reports and/or statutory declarations.
- 2.7 Where a student is unable to lodge an application for Special Consideration, the Institute will work with the student on a case-by-case basis to ensure that the safety and wellbeing of the student is at the centre of decision relating to Special Consideration and assessment.
- 2.8 Refer to the Assessment Policy and Procedures for further information on student assessment.

Procedures

1. Eligibility Criteria

To be eligible for special consideration, students must demonstrate that their performance in an assessment task was significantly affected by serious and unavoidable circumstances that:

- 1.1 Were beyond their control.
- 1.2 Could not have been reasonably anticipated or avoided.
- 1.3 Occurred during an event critical study period and were of at least three consecutive days' duration or a total of five days within the teaching period.
- 1.4 Prevented completion of an assessment task scheduled for a specific date.

2. Application Process

The following procedures apply to submitting a request for Special Consideration.

- 2.1 **Submission:** Students must submit a Special Consideration Application Form (see Appendix 1) to the Student Services Office within three working days of the assessment due date or examination.
- 2.2 **Supporting Evidence:** Applications must be accompanied by appropriate supporting evidence, such as medical certificates, death notices, or official letters, as outlined in the Special Consideration Application Form.

3. Assessment of Applications

The following procedures apply to the assessment of requests for Special Consideration.

- 3.1 Students must submit applications to Student Services. Incomplete applications will not be considered.
- 3.2 The academic team and Student Services will assess applications based on the provided evidence and eligibility criteria.
- 3.3 Where possible, students will be notified of the outcome within five working days of submission.

4. Outcomes

Possible outcomes of a special consideration application include:

- 4.1 Extension of assessment deadlines.
- 4.2 Permission to undertake a deferred examination or an alternative assessment.
- 4.3 Adjustment of marks for the affected assessment task.
- 4.4 Consideration of the assessment as a non-attempt, with no academic penalty.
- 4.5 Provision of an alternative learning activity to meet the unit's learning outcomes.
- 4.6 Approval of a supplementary assessment to demonstrate competency.
- 4.7 Temporary modifications to course workload or study requirements.

5. Appeals

Students may appeal the outcome of a special consideration application in accordance with the Student Grievances, Complaints, and Appeals Policy and Procedures.

6. Responsibilities

- 6.1 **Students:** Submit a complete and accurate special consideration application, including supporting documentation, before the required deadline. Ensure the provided evidence is authentic, relevant, and verifiable. Continue to engage with learning activities while awaiting the outcome of their application. If granted special consideration, adhere to any new deadlines, alternative assessments, or academic adjustments provided.
- 6.2 **Unit Coordinator:** Review special consideration applications in consultation with Student Services and relevant academic staff. Ensure approved adjustments maintain the integrity of learning outcomes and assessment requirements. Where relevant, communicate decisions to students in a timely manner and provide guidance on next steps.
- 6.3 **Lecturer:** Support students who are experiencing adverse circumstances by directing them to the special consideration process. Implement approved special consideration adjustments in accordance with academic policies. Maintain academic rigour while accommodating approved requests.

- 6.4 **Dean:** Provide oversight of the special consideration process to ensure consistency, fairness, and compliance with institutional policies. Review complex or escalated special consideration cases where necessary. Monitor trends in special consideration applications and recommend improvements to policies or processes.
- 6.5 **Student Services:** Receive and process special consideration applications, ensuring completeness and compliance with submission requirements. Coordinate with academic staff to facilitate decision-making and communicate outcomes to students. Maintain records of applications and outcomes in accordance with privacy and data management policies. Provide students with advice and referrals to academic or wellbeing support services as needed.
- 6.6 **Registrar:** Oversee the integrity and implementation of special consideration processes across the Institute. Ensure policies align with regulatory requirements, including the TEQSA Higher Education Standards Framework (2021). Maintain institutional records of special consideration applications and decisions for compliance and reporting purposes. Review and approve procedural updates to enhance efficiency and fairness.

Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework \(AQF\)](#)

Change and Version Control

| Version | Date Approved | Authored by | Approved by | Description |
|---------|------------------|----------------------------|----------------|-----------------|
| 1.0 | 12/3/2025 | Chief Executive Officer | Academic Board | Academic Policy |



Policy Information

| | |
|----------------------------|----------------------------|
| Author | Chief Executive Officer |
| Responsible Officer | Dean |
| Approved by | Academic Board |
| Approval date | 12/03/2025 |
| Status | Approved (Current version) |
| Next review due | 12/03/2028 |

| | | |
|-----------------------------|---|---|
| Name of Policy | Special Consideration Policy and Procedures | |
| Version | V1.0 | |
| Policy: Academic | Date: 12/03/2025 | Status: Final ratified by the Academic Board on 12/03/2025 |

File: Special Consideration Policy and Procedures_ V1.0



Appendix 1: Special Consideration Application Form

1. General Information

| Section | Details |
|-----------------------|---------|
| Student Information | |
| Full Name | |
| Student ID | |
| Email | |
| Phone Number | |
| Course Name | |
| Unit Code(s) | |
| Unit Coordinator Name | |
| Lecturer Name | |

2. Assessment Details

| | |
|--|---|
| Assessment Type (select all relevant) | <input type="checkbox"/> Written task <input type="checkbox"/> Practical task <input type="checkbox"/> Online task <input type="checkbox"/> Group task <input type="checkbox"/> Presentation <input type="checkbox"/> Test or Exam <input type="checkbox"/> Other |
| Assessment Due Date (or date of missed assessment) | |



3. Reason for Special Consideration

| | |
|--|---|
| Select Reason | <input type="checkbox"/> Medical <input type="checkbox"/> Compassionate <input type="checkbox"/> Unforeseen Circumstances <input type="checkbox"/> Other (Please specify) |
| Explanation of Circumstances (max 500 words) | |
| Supporting Documentation | <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Police Report <input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Other (Please specify) |
| Attached | <input type="checkbox"/> Yes <input type="checkbox"/> No |

4. Declaration and Signature

| | |
|--|--|
| I declare that the information provided is true and correct. | |
| Student Signature | |
| Date | |

5. Office Use Only

| | |
|----------------------------|--|
| Received By | |
| Date Received | |
| Decision | <input type="checkbox"/> Approved <input type="checkbox"/> Not approved |
| Comments | |
| Unit Coordinator Signature | |
| Date | |
| Authorised Staff Signature | |
| Date | |