



Cairnmillar
INSTITUTE

Treatment | Education | Research

Special Consideration Policy

Policy Name Special Consideration Policy

Policy number SSP003

Date approved 4 February 2015

Approving body The Academic Board (Senatus)

Responsible officer Head of School

Implementation officer Course Coordinators

Next review date June 2017

Linked policies

Linked forms

Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to ensuring that it meets its obligations under Victorian and Commonwealth legislation. The purpose of this policy is to ensure that academic processes and procedures are open and transparent.

Scope

Additional assessment provides a student with an opportunity to convert an initial fail mark into a pass. In addition, a student may be given a further opportunity to improve upon a pass mark as a result of a successful Special Consideration application.

Additional Assessment

At the discretion of the Course Co-Ordinator, additional assessment must only be offered to a student in the following circumstances. Additional assessment is not awarded on any other basis.

If lecturers are unable to determine whether a student has satisfied the requirements of a particular piece of assessment, or what mark and grade to award a student, they must, before the award of a final result for that piece of assessment or subject, administer a component of further assessment to the student. Such assessment may take any form or be subject to any conditions specified by the Head of School and would normally be completed prior to the return of a final result for the relevant piece of assessment or subject.

Special Consideration

The award of Special Assessment is based on an application for Special Consideration and is at the discretion of the Course Co-Ordinator. Such assessment normally takes the form of a formally supervised written examination, but this may be varied at the discretion of the Head of School to take into account the circumstances of the student. Special assessment is to be assigned the same weighting as the component(s) of assessment it replaces, and must be marked to the full range of honours grades.

The offer of a second attempt at passing a subject may be given to students after consideration of their circumstances by the Course Co-Ordinator and only if a borderline failure in a single subject (other than a research project or thesis) has a significant impact on the student's progression through the course. The second attempt must be conducted immediately after the return of results each study period and before publication of final results to students.

The following may constitute a significant effect:

1. The course is a fixed, full-time course and failure in one unit would result in the student's progress to the next level of the course being delayed a year;
2. The subject is a compulsory unit, offered only once a year, and a key prerequisite for the 'next' year of study in the student's course;
3. The subject is a year-long subject.

Final subject assessment:

In the final year of their enrolment students who fail a single subject (worth up to 25 points) with a final result of 40% or more are eligible to undertake final subject assessment. This normally takes the form of a supervised written examination or equivalent written assignment. Such additional assessment is to constitute 100% of assessment in that subject and may only be awarded a maximum of 50% (P).

The Head of School may accept a recommendation from the Course-Coordinator for additional assessment. Example of an impractical circumstance: where practical

work is an essential part of the subject such as a field placement, and it is not possible for additional assessment that enables the student to demonstrate their competence in practical work to be implemented in a timely way (before the commencement of the next study period).

With the exception of special assessment, which can only be awarded because of an approved application for Special Consideration, students do not need to apply for additional assessment. Students awarded additional assessment, but who do not receive notice prior to the release of final results, will be informed of their offer of additional assessment when the results for the relevant unit(s) are released.

Students may be required to perform additional assessment at any time prior to the release of final results, during an additional assessment period immediately following the release of final results, or during a defined supplementary examination period. It is therefore imperative that students make themselves available at short notice until the end of the additional assessment period. Lecturers awarding additional assessment outside the defined supplementary examination period are required to provide formal notification and instructions to the student at least 48 hours before the assessment is scheduled to be held.

Consideration for special circumstances

Students who have experienced severe disruption in completing a component of assessment because of extraordinary or unusual circumstances may seek special consideration. Applications are submitted to the Head of School who will appoint an independent academic to undertake an initial review. Applications are subsequently determined by the Head of school, based upon the recommendation of the independent assessor.

In all but exceptional circumstances, a student is not entitled to seek 'Special Consideration' for the completion of additional assessment, or to seek further variations to assessment conditions.

Acute incidents that impact on a person's ability to complete additional assessment do occasionally occur, and reasonable attempts must be made to accommodate the student; for example, delaying a special examination by a short period.

If a student is unable to complete additional assessment because of a continuation of the original circumstance, the Course Co-Ordinator must assist the student to reconstruct appropriately their course plan, rather than offer to alter the original offer of additional assessment, or varied assessment conditions.