SCAPE

This procedure applies to:
- all staff;
- all students;
- all coursework units; and
- all teaching locations including online teaching, with the exception of the former Monash South Africa campus.

Coursework students at the former Monash South Africa campus should refer to the Assessment in Coursework Units Policy and Procedures and the Monash University (Academic Board) Regulations.

In relation to the assessment of a thesis or alternative research component of a graduate research degree, students are to refer to the Graduate Research Thesis Examination Procedures.

PROCEDURE STATEMENT

In this procedure, references to the associate dean (education) may include roles with equivalent responsibility within the faculty, such as deputy dean (education), associate dean (learning and teaching) or associate dean (graduate research).

1. Special consideration

Eligibility and supporting evidence

1.1 Students who are unable to undertake or complete an assessment task due to immediate and exceptional circumstances beyond their control are eligible to apply for special consideration.

1.2 Students must refer to table 1 for the exceptional circumstances that can be considered and the types of evidence required.

TABLE 1: Exceptional circumstances and supporting evidence required for special consideration applications

<table>
<thead>
<tr>
<th>Exceptional circumstances, including but not limited to:</th>
<th>Description</th>
<th>Supporting evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term serious medical condition</td>
<td>Includes hospital admission, serious injury, serious illness (e.g. influenza), severe asthma, severe anxiety or depression.</td>
<td>The evidence must state that the student was unfit to undertake the assessment or sit the examination on or before the relevant date. Medical certificate: following face-to-face consultations between the student and health professional. This includes video consultations with accredited telehealth services; or Medical letter of support: only when the student was unable to obtain a medical certificate on the date they were affected by the exceptional circumstances. Where this type of evidence is provided, the health professional must have thorough knowledge of the student’s medical history and/or medical condition, and demonstrate that it was reasonable to assume the illness was present at the time of the student’s scheduled assessment or examination. Professional practitioner certificate: provided by other persons registered with a professional body, such as social workers and lawyers; or</td>
</tr>
<tr>
<td>Special Consideration Procedure</td>
<td>Confirmation from Disability Support Services (DSS): information about students registered with DSS and the recommended adjustments or alternative assessment requirements can be accessed from reports in the learning management system and/or student management system. On a case-by-case basis, staff can obtain further advice from DSS on the student’s condition and recommendation for assessment adjustments in the reports available.</td>
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<tr>
<td>Loss or bereavement</td>
<td>Includes death of a close family member or person with whom the student had a significant relationship. The evidence provided must demonstrate the significance of the relationship. <strong>Death notice or certificate</strong> accompanied by a student impact statement demonstrating the significant relationship; or <strong>Professional practitioner certificate</strong> provided by practitioners registered with a relevant professional body, such as social workers and lawyers; or <strong>Police report</strong>; or <strong>Statutory declaration</strong> from the student or other relevant persons.</td>
<td></td>
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<tr>
<td>Family relationship breakdown</td>
<td>Includes family violence or severe disruption to domestic arrangements. <strong>Police report</strong>; or <strong>Professional practitioner certificate</strong> provided by practitioners registered with a relevant professional body, such as social workers and lawyers; or <strong>Letter or document</strong> provided by the Monash Safer Community Unit, a court, a district or maternal and child health care nurse, a family violence support service; or <strong>Statutory declaration</strong> from the student or other relevant persons.</td>
<td></td>
</tr>
<tr>
<td>Hardship or trauma</td>
<td>Includes victims of crime; sudden loss of income or employment; serious illness in their family or person for whom they care. <strong>Police or court report</strong>; or <strong>Professional practitioner certificate</strong> provided by practitioners registered with a relevant professional body, such as social workers and lawyers; or <strong>Statutory declaration</strong> from the student or other relevant persons.</td>
<td></td>
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<tr>
<td>Obligations to military, jury or emergency services</td>
<td>Including obligations to the Country Fire Authority or other civic obligations recognised in international locations. The evidence must state the relevant dates of the student’s obligation. <strong>Statement from the appropriate authority</strong>, for example, the Defence Reservist’s Military Unit, Juries Commissioner’s Office; or Country Fire Authority.</td>
<td></td>
</tr>
<tr>
<td>Student athletes, artists, performers and representatives</td>
<td>Including: • athletes or performers registered with the <a href="#">Elite Student Performer Scheme</a>; • representing the University in other key events and programs (e.g. debating). The evidence must state the relevant dates of the student’s obligation. <strong>Statement from the appropriate authority</strong>, including: • TeamMONASH, for athletes or student performers registered with the <a href="#">Elite Student Performer Scheme</a>; or • faculty or other appropriate area of the University, for other engagement activities where the student represents or volunteers on behalf of the University.</td>
<td></td>
</tr>
<tr>
<td>Student carers</td>
<td>Where exceptional circumstances, as listed in this table, affect the person they care for and the student’s ability to undertake the assessment task. Student carers must be registered with DSS and provide evidence that the exceptional circumstances (as listed in this table) affect the person for whom they care, and the student’s ability to undertake assessment was affected by those circumstances.</td>
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</tbody>
</table>
2. Supporting evidence requirements

2.1 All applications must be accompanied by written supporting evidence, either in English or accompanied by an authorised translation (e.g. National Accreditation Authority for Translators and Interpreters). Any statements or evidence written by the student must be written in English.

2.2 Supporting evidence must clearly demonstrate the impact the circumstances had on the student's ability to undertake the assessment task.

2.3 The University can request further detail or evidence from the student to support their application.

2.4 Where a student has submitted multiple applications based on the same grounds in more than one teaching period, the University is entitled to seek further detail directly from the student to gain a better understanding of the student’s future capacity to complete an assessment or sit an examination(s) and, where possible, to provide guidance for student support.

2.5 An application can be rejected for the following reasons:

- the dates on the supporting evidence do not correspond with the dates the student was affected by the exceptional circumstances;
- the supporting evidence does not demonstrate that the circumstances impacted the student’s ability to undertake the assessment task;
- failure to submit the required evidence without a proper explanation;
- submission of fraudulent evidence (including medical certificates) (see section 2.6);
- unclear or illegible documentation; or
- failure to produce the original or certified documents on request.

2.6 Supporting evidence must be authentic and valid. A student who submits allegedly fraudulent evidence (including medical certificate) will be reported to the responsible officer for academic integrity (see the Student Academic Integrity Procedure).

2.7 If a staff member suspects that a professional practitioner has acted improperly in providing supporting documentation, the relevant faculty general manager or director must report the matter to the Deputy Vice-Chancellor (Education).
3. Special consideration – assessments during the teaching period

Applying

3.1 Eligible students must submit an application via the relevant form to the teaching faculty within two working days after the due date of the affected assessment task.

3.2 The teaching faculty will determine if a late application will be accepted. Applications submitted after the final results have been released for the teaching period will not be accepted under any circumstances.

3.3 Multiple applications for special consideration during the teaching period can indicate that the student is at risk of unsatisfactory academic progress. The associate dean (education) of the teaching faculty will provide details of students in these circumstances to the associate dean (education) of the managing faculty. The associate dean (education) (or nominee) of the managing faculty may meet with students for course and academic progress advice and/or referral to support services.

Assessing the application

3.4 The teaching faculty will assess and determine the outcome of the application. The University business processes will be used to assess the application.

3.5 For group assessment tasks, where one or more members of the group has applied for and is granted special consideration, the teaching faculty must take into consideration:
   - whether an alternative assessment task can be given to the affected student/s;
   - the method for marking the work of the remaining team members; and
   - whether the full group will be granted an extension.

Communicating the outcome

3.6 The teaching faculty will notify the student by email of the outcome within two working days of receiving the application. If the application cannot be assessed within that timeframe, the faculty must notify the student of the different response date, up to a maximum of five days.

4. Special consideration – final assessments (non-examination)

Applying

4.1 Eligible students must apply to the teaching faculty, within two working days after the due date of the affected assessment task using the required form on the website.

4.2 The teaching faculty will determine if a late application will be accepted. Applications received after the results have been released for the teaching period will not be accepted under any circumstances.

Assessing the application

4.3 Student and Education Business Services (SEBS) will assess and determine the outcome of the application for all units where the dean of the teaching faculty has delegated their responsibility to SEBS; otherwise, the teaching faculty determines the outcome. The University business processes will be used to assess the application.

Communicating the outcome

4.4 The teaching faculty will notify students of the outcome by email within two working days of receiving the application. If the application cannot be assessed within that timeframe, the faculty will notify the student of the different response date, up to a maximum of five days.

5. Special consideration – final examinations

Applying

5.1 Eligible students must apply using the required form either:
   - for early applications, up to five working days before the date of the examination; or
   - for students who are unfit to sit the examination on the day of the examination, within two working days of their last scheduled examination.

5.2 Student and Education Business Services (SEBS), or the relevant school for international locations, will determine if a late application will be accepted. Applications received after the results have been released for the teaching period will not be accepted under any circumstances.
Assessing the application

5.3 SEBS will assess and determine the outcome of the application for all units where the dean of the teaching faculty has delegated their responsibility to SEBS; otherwise, the teaching faculty determines the outcome. The University special consideration business processes are used to assess the application.

5.4 At international locations, the relevant school assesses the application.

Communicating the outcome

5.5 SEBS, the teaching faculty or the relevant school for international locations will notify students of the outcome by email within:
- one working day, for early applications submitted five working days before the date of the examination, or
- two working days, for applications submitted within two working days of their last scheduled examination.

6. Outcomes of a special consideration application

6.1 The available outcomes of a special consideration application are:
- a deferred examination or assessment (see section 7);
- an alternative and equivalent form of assessment (see section 6.11 of the Assessment Regime Procedure);
- an extension to a submission date (see section 6.4); or
- the application is denied.

6.2 An approved special consideration application cannot change a mark given for an assessment task.

6.3 Where special consideration has been approved for a given set of circumstances, further special consideration for the same circumstances will only be granted in exceptional circumstances.

6.4 Where a submission date is extended, consideration will be given to the timing in the teaching period and the impact on providing feedback to students and/or finalising results. The chief examiner (or delegate) of the teaching faculty will ensure:
- students are aware that they may not receive timely feedback before the next assessment task or examination; and
- the new submission date is before the board of examiners (BOE) meeting for the teaching period.

6.4.1 Extensions beyond the end of the teaching period are approved by the associate dean (education) (or delegate) of the teaching faculty and will align with the assessment scheduling requirements in the Assessment Regime Procedure (section 3).

6.5 In appropriate circumstances where an application has been denied, the faculty may recommend that the student withdraws from the unit, applies for a remission of loan debt and, if applicable, a withdrawn incomplete (WI) grade.

7. Deferred final examination or final assessment

7.1 Deferred final examinations will be scheduled in accordance with the Examinations Procedure (section 5).

7.2 Deferred final assessments will be granted and scheduled by the BOE of the teaching faculty (see the Marking and Feedback Procedure).

7.3 If a student attends the original examination after being approved for a deferred examination, the special consideration decision will be revoked. The student will not be permitted to sit the deferred examination and the mark for the original examination will be included in their final mark. No further special consideration applications for the examination will be accepted.

Applying to reschedule a deferred final examination or assessment

7.4 Students can apply to reschedule a deferred final examination or assessment task on one further occasion.

7.5 Students must apply in writing to the associate dean (education) (or delegate) of the managing faculty within two working days after the examination date or due date of the assessment task.

7.6 The specific circumstances for rescheduling a deferred examination or assessment are:
- an ongoing disability, for students registered with DSS, that has directly prevented their ability to undertake the deferred final examination or assessment;
- the circumstances for which the deferred final assessment task or examination was granted are unresolved; or
- the existence of exceptional circumstances, as determined by the dean (or delegate) of the managing faculty.

7.7 The student must provide supporting evidence that demonstrates their circumstances meet the criteria in section 7.6.

7.8 The faculty will acknowledge receipt of the application within two working days.
Determining the outcome of a rescheduled application

7.9 The associate dean (education) (or delegate) of the managing faculty:

- can request a meeting with the student to discuss and develop a study plan to manage the student’s course progression. The student can take a support person to the meeting;
- can set enrolment conditions until the rescheduled assessment has been completed, taking into consideration the impact on student visas, government benefits or scholarships;
- will consult with the chief examiner of the unit before the outcome of the application is determined; and
- can make enquiries before deciding the outcome, including:
  - consult other parties, such as the faculty general manager, student services manager and relevant members of academic or professional staff;
  - consult the associate dean (education) (or delegate) of the teaching faculty (where relevant); or
  - request further evidence from the student, such as an impact statement from a health professional.

7.10 The associate dean (education) (or delegate) of the managing faculty will determine the outcome of the application and can:

- approve one rescheduled assessment opportunity (see section 7.12); or
- deny the application and recommend that the relevant BOE finalise the result.

7.11 The dean (or delegate) of the managing faculty can approve a WI grade for the unit if the student meets the eligibility requirements as outlined in section 7 of the Grading Schema Procedure.

7.12 The rescheduled assessment will occur within 12 months of the end of the examination period in which the original examination was held.

7.12.1 When determining the date of the rescheduled assessment, the associate dean (education) of the managing faculty will consider the student’s circumstances and likelihood of the student being able to complete the assessment in the rescheduled timeframe, the student’s overall enrolment load, and the supporting evidence provided.

7.12.2 After the rescheduled date, if the student has not sat the examination or submitted the final assessment, the interim grade will be converted to a final grade and mark calculated on the completed assessment tasks of the unit (see section 4.14.2 Marking and Feedback Procedure).

7.13 Where the managing faculty and teaching faculty are different, the associate dean (education) (or delegate) of the managing faculty must advise the associate dean (or delegate) of the teaching faculty of any rescheduled deferred final examinations or assessments.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Authorised translation</th>
<th>A translation by a professionally accredited translation service.</th>
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</thead>
<tbody>
<tr>
<td>Chief examiner</td>
<td>The academic staff member responsible for the implementation of a unit’s assessment regime and for recommending the final result for each student. A dean must appoint a chief examiner for each unit taught by the faculty.</td>
</tr>
<tr>
<td>Deferred examination</td>
<td>A final examination that has been delayed to a later date, normally resulting from a successful application for special consideration.</td>
</tr>
<tr>
<td>Medical certificate (or doctor’s certificate)</td>
<td>A statement on the health professional’s letterhead that includes the provider number, is signed by the health professional, and attests to the result of a medical examination of the student.</td>
</tr>
<tr>
<td>Medical letter of support</td>
<td>A statement on the health professional’s letterhead, signed by the professional which attests, based on the patient’s medical history and on information provided, that the student would have been unfit to sit the examination on the relevant date or unable to complete work for assessment on or before the relevant date.</td>
</tr>
<tr>
<td>Health professional</td>
<td>A professional registered with the <a href="https://www.healthprofessional.gov.au">Australian Health Practitioner Regulation Agency</a> or equivalent in other countries.</td>
</tr>
<tr>
<td>Teaching faculty</td>
<td>The faculty responsible for teaching the unit as specified in the University Handbook. Where teaching is shared among faculties, it is the faculty with the greatest percentage of teaching responsibility.</td>
</tr>
<tr>
<td>Managing faculty</td>
<td>The faculty assigned responsibility for coordinating administrative matters for a course (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). For double degree courses the managing faculty is as specified in the University Handbook.</td>
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</tbody>
</table>
### Strict religious observance obligations
Practices required by a religious doctrine to be precisely obeyed by followers of the religion. These are recognised in Article 18 of the [International Covenant on Civil and Political Rights](https://www.un.org/en/ourwork/人权宣言/en/).

### Student carer
A student registered with Disability Support Services as a student carer (as defined by the Carer Recognition Act 2010) who is an individual that provides personal care, support and assistance to another individual who needs it because the other individual has a disability, a medical condition (including a terminal or chronic illness), has a mental illness or is aged and frail.

A person is not a carer merely because they are the spouse, de facto partner, parent, child, other relative or the guardian of an individual or because they live with an individual who requires care.

### GOVERNANCE

<table>
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<tr>
<th>Parent policy</th>
<th>Assessment and Academic Integrity Policy</th>
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<td>Supporting schedules</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Associated procedures | Assessment Regime Procedure  
Data Protection and Privacy Procedure  
Examinations Procedure  
Grading Schema Procedure  
Marking and Feedback Procedure  
Student Academic Integrity Procedure  
Student Complaints and Grievances Procedures  
Student Fees Procedure |
| Legislation mandating compliance | Monash University (Academic Board) Regulations, 20-22  
Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2015 |
| Category | Academic |
| Approval | Learning and Teaching Committee  
2 December 2019  
MEETING NUMBER 9/2019 / AGENDA ITEM 6.1 |
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25 November 2019 |
| Procedure owner | Deputy Vice-Chancellor (Education) |
| Date effective | 1 January 2021 |
| Review date | 1 January 2022 |
| Version | 1.1 (Administrative amendment approved 4 September 2020) |
| Content enquiries | policy-education@monash.edu |