

Faculty of Science Guidelines

Guidelines Title	Special consideration: In-semester assessment guidelines
Parent Policy/Procedure	Assessment in Coursework Units Policy Assessment in Coursework Units: Adjustments to Assessment Procedures Assessment in Coursework Units: Assessment Security and Record Keeping Procedures
Date Effective	11-May-2017
Review Date	11-May-2020
Guidelines Owner	Associate Dean (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	sci-education@monash.edu
Scope	This procedure applies to all Faculty of Science taught coursework units. It does not apply to the thesis component or equivalent of a graduate research course.
Purpose	This procedure outlines the in-semester special consideration process for Faculty of Science taught units.
GUIDELINES STATEMENT	

1. The Chief Examiner has overall responsibility for all aspects of a unit's assessment regime and assessment management, of which in-semester special consideration is included. The Faculty of Science has approved that in-semester special consideration assessment may be delegated to unit coordinators for undergraduate and postgraduate coursework units and to Honours coordinators for Honours units.

Lodging an in-semester special consideration application

2. Applications for in-semester special consideration are to be made to the relevant unit coordinator for each unit that consideration is sought.
3. For Honours units, applications for in-semester special consideration are to be made to the relevant Honours coordinator.

Decision making

4. The coordinator will decide the outcome of in-semester special consideration applications.
5. 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.
 - Only in serious circumstances can further special consideration be granted, at the discretion of the unit coordinator

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Outcomes

6. The coordinator must notify the student via a signed in-semester special consideration form or by email.
7. Outcomes for in-semester special consideration applications must be from the following:
 - One opportunity to complete an equivalent alternative assessment task; or
 - Extension of a deadline for assessment; or
 - For activities that require compulsory attendance: an exemption from the activity and granting an average mark; or
 - For regular assessment tasks: an exemption from completing the assessment and granting an average mark; or
 - Rejection of the application.

Record keeping

8. The coordinator must ensure that copies of all in-semester special consideration applications and their outcomes are kept for at least six months after the final result is determined, or as long as required for another purpose such as disciplinary or grievance proceedings.

Responsibility for implementation	Associate Dean (Education) Heads of School Chief Examiners Unit coordinators
Status	Revised
Approval Body	Name: Science Board of Studies Meeting: 3/2017 Date: 11-May-2017 Agenda item: 9
Endorsement Body	Name: Faculty Learning and Teaching Committee Meeting: 3/2017 Date: 27-April-2017 Agenda item: 9
Definitions	Alternative assessment task: a form of special consideration providing an alternative and equivalent assessment task to replace the required assessment task listed in course and unit information. Chief Examiner: responsible for the implementation of the unit assessment regime for the unit and must recommend the final result for each student. A Dean must appoint a Chief Examiner for each unit taught by the faculty. Unit coordinator: is the academic staff member assigned to coordinate all unit academic and administrative activities for each mode and/or location. The unit Chief Examiner may also be the Unit Coordinator; when this is not the case the Unit coordinator works under the direction of the Chief Examiner.

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Related Policies	
Related Documents	Special consideration application form (in-semester assessment task) Special consideration webpage