DISABILITY SUPPORT SERVICES

Disability Support Services (DSS) commonly supports students to have general flexibility with deadlines or attendance using the Special Consideration (for in-semester assessment task) process. The aim is to give students assurance of being accommodated when their ongoing condition makes it redundant, difficult or unreasonable for them to obtain medical supporting documents on each and every occasion.

HOW IT WORKS

Students must apply for Special Consideration in each case, as per the university’s procedure. The application process and the method of lodgement might vary according to the school or faculty teaching the unit. See the Special Consideration webpage.

Supported students are normally not required to submit medical documents, however they must confirm:

- Their DSS registration status (including support for flexible deadlines or attendance).
- That the reason is related to why they are registered with DSS.

An explanation of how the assessment has been affected is also helpful, but students are not required to justify individual requests or disclose sensitive personal health information.

Assessors process requests based on the assumption that DSS has received documentation confirming ongoing extenuating circumstances sufficient to support the request.

Faculty is responsible for determining outcomes, taking into account available information including any DSS recommendations.

DSS may have knowledge of students’ current circumstances relevant to a particular request. Likewise faculty may have critical knowledge which is unknown to DSS.

A DSS support letter with details of condition and academic impacts is provided in some cases.

Students with potential to exceed minimum attendance requirements or regularly struggle with deadlines are advised to contact unit coordinators early for advice.
EXTENSION REQUESTS - TIMEFRAMES

DSS encourages students to provide a progress report with their application; how much work has been done? What is the current rate of progress? How much extra time is considered necessary?

DSS typically does not make recommendations regarding appropriate timeframes for extensions.

Schools and faculties may have mandated maximum timeframes for DSS supported students. Faculty may request medical documentation if an extension beyond this limit is requested.

In some cases DSS will support faculty to give as much additional time as is practically available (which does not affect others or compromise academic integrity). In other cases DSS will support a stricter adherence to standard timeframes, acknowledging that further extensions might not be in the student’s best interest.

For further information see:

- Data Protection and Privacy Procedure
- Assessment in Coursework Units: Adjustments to Assessment Procedures