

SPECIAL CONSIDERATION PROCEDURE

SCOPE

This procedure applies to all Monash University:

- staff;
- students;
- assessment tasks in coursework units; and
- teaching locations, including online teaching.

For assessment of the research component (e.g. thesis) of a graduate research degree, refer to the [Graduate Research Thesis Examination Procedures](#).

This procedure describes the process and criteria for short extensions and special consideration applications (for both in semester assessments and scheduled final assessments). The procedure also describes the process and criteria for a rescheduled deferred assessment application and Withdrawn Incomplete grade applications.

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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), associate dean (graduate research), at Malaysia, the deputy head of school (education), at Indonesia, the chair of the Campus Education Committee, or at Monash Suzhou, the associate dean (education).

For adjustments to assessments for students registered with Disability Support Services see section 6 of the [Assessment Regime Procedure](#).

1. Short extensions

- 1.1 Short extensions of two calendar days are available for students experiencing short term difficult circumstances.
 - 1.1.1. A short extension is available for each eligible assessment task (see 1.2) and can be granted once for each task.
 - 1.1.2. Any additional extension requests for the same assessment task will require a special consideration application (see section 2).
- 1.2 Short extensions are not available for in-class tests, mid-semester tests, or scheduled final assessments. For these assessment types students must apply for special consideration (see section 2).
- 1.3 Applications for short extensions must be submitted as soon as possible but not later than 11:55pm (the time zone of the unit location) on the due date of the affected assessment task.
 - 1.3.1. Students are not required to provide a reason (e.g. medical health condition) for the first short extension application in each unit. A reason will only be required for any subsequent short extension applications for other assessments in the same unit.
 - 1.3.2. Supporting evidence (e.g. doctor's certificate) is not required.

- 1.4 SEBS will assess the application and notify the student of the outcome within one working day.
- 1.5 If the application is for a complex assessment task, the chief examiner (or delegate) will review the application and notify the student of the outcome within one working day. Complex assessments are those that:
- are flagged by the teaching faculty as complex (e.g. placement units, select quizzes). These assessments should be communicated to SEBS at the start of the teaching period; or
 - are related to a group assessment task.
- 1.6 Where a short extension cannot be accommodated for a complex assessment task, the chief examiner (or delegate) may either
- provide an alternative assessment task, or
 - exempt the student from completing the task if the assessment task is weighted 10 percent or less (see 2.23).
- 1.7 The due date for an approved short extension can be any day except a University holiday or a day on which the student has a scheduled final assessment. The rules relating to assessment task submission dates do not apply to extensions (see [Assessment Regime Procedure](#) sections 3.3 to 3.5).

2. Special consideration

Eligibility

- 2.1 Special consideration is available for students who are unable to undertake or complete an assessment task due to immediate and exceptional circumstances beyond their control (see Table 1), except as outlined in section 2.4.
- 2.2 Special consideration will not be granted for:
- voluntary representation at club or society activities;
 - losing access to the learning management system because a compulsory module/s was not completed by the due date;
 - misreading the assessment submission date, including the final scheduled assessments timetable;
 - information technology or communication technology related issues that could have been prevented, or the effects minimised, with reasonable diligence by students (e.g. uploading correct files, allowing sufficient time to upload, ensuring the equipment is suitable, failing to save or back up documents or files);
 - scheduled final assessments, where students experienced a technical issue such as a brief interruption to power and/or internet service provision, and where the issue was resolved and the student received additional time to complete the assessment;
 - supplementary assessments; or
 - rescheduled deferred assessments.
- 2.3 Students are not eligible if at the time of applying they have:
- already submitted the assessment task for marking;
 - already performed an assessment task e.g. presentation, labs; or
 - attended or attempted the whole or part of a scheduled final assessment. An application will be considered by the Senior Director, Student Services (or delegate) when students are determined to be unfit to continue by a medical professional at the assessment venue (or online equivalent).
- 2.4 The dean (or delegate) of the teaching faculty may approve certain assessment types that are not available for special consideration. This will be recorded in the unit entry of the Handbook. Students who are unable to complete an assessment task of this type must contact the chief examiner (or delegate) who will determine alternative arrangements.

Supporting evidence requirements

- 2.5 All supporting evidence must clearly demonstrate the impact the circumstances had on the student's ability to undertake the assessment task.
- 2.6 All supporting evidence either must be written 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.
- 2.7 Supporting evidence must be authentic. A student who is suspected of submitting fraudulent evidence (including medical certificates) will be reported to the responsible officer for academic misconduct (see the Student Academic Integrity Procedure).
- 2.8 If a staff member suspects that a professional practitioner has acted improperly in providing supporting documentation in support of special consideration, the matter must be reported to the Deputy Vice-Chancellor (Education).
- 2.9 The University is entitled to:
- verify the authenticity of any supporting evidence directly with the person or authority who has prepared the document, without giving notice to the student; and
 - seek further detail directly from the student to gain a better understanding of the student's future capacity to complete an assessment and, where possible, to provide guidance and support.

- 2.10 The Safer Community Unit (or equivalent for international locations) can recommend to SEBS that they vary the evidence requirements, or the application timeframes, for a student who is a victim of sexual harm, family or domestic violence so the student can apply for special consideration.

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

Exceptional circumstances, including but not limited to:	Description	Accepted supporting documentation and requirements
Scheduled medical procedure or serious medical condition	Includes hospital admission and recent hospital discharge, serious injury, serious illness (e.g. influenza), severe asthma, severe anxiety or depression.	<p>Evidence from the following practitioners which must be dated and state that the student was unfit to study or undertake an assessment on a particular date, or period of time, that occurred on or before the relevant assessment due date.</p> <p>Accepted documents include:</p> <p>Medical certificate: following consultations between the student and health professional (such as a medical practitioner, pharmacist or psychologist). This includes video consultations with telehealth services; or</p> <p>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.</p> <p>Where this type of evidence is provided, the health professional must have knowledge of the student's medical history and/or medical condition, and demonstrate that it was reasonable to assume the illness was present around the time of the student's assessment due date.</p> <p>Practitioner certificate: provided by other persons registered with a relevant professional body, such as social worker, nurse, physiotherapist or rehabilitation specialist;</p> <p>Registration with Disability Support Services (DSS):</p> <p>Students registered with DSS and approved for flexible deadlines can access extensions of up to 10 calendar days. Applications for complex assessments are assessed as per sections 2.16 to 2.18.</p> <p>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.</p>
Loss or bereavement	Includes death of a close family member or person with whom the student had a significant relationship.	<p>Evidence that demonstrates the significance of the loss or bereavement to the student and when the immediate impact occurred. Accepted documents include:</p> <p>Death notice or certificate: accompanied by a student statement demonstrating the significant relationship and impact of the loss; or</p> <p>Practitioner certificate: provided by persons registered with a relevant professional body, such as medical practitioners, nurses, psychologists, counsellors, social workers or lawyers; or</p> <p>Police report; or</p> <p>Statutory declaration: (or equivalent) from the student or other relevant persons.</p>

Exceptional circumstances, including but not limited to:	Description	Accepted supporting documentation and requirements
Family relationship breakdown	Includes family violence or severe disruption to domestic arrangements.	Accepted documents include: Police report; or Practitioner certificate: provided by practitioners registered with a relevant professional body, such as social workers and lawyers; or Letter or document: provided by the Monash Safer Community Unit, a court, a district or maternal and child health care nurse, a family violence support service; or Statutory declaration: (or equivalent) from the student or other relevant persons.
Hardship or trauma	Includes victims of crime; sudden loss of income or employment; serious illness in their family or person for whom they care.	Where the application is based on a serious illness in their family or person for whom they care, the documentation must make this relationship clear. Accepted documents include the following. Medical certificate: following consultations between the individual and health professional (such as a medical practitioner, pharmacist, nurse or psychologist). This includes video consultations with telehealth services; or Medical letter of support: only when the individual 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 knowledge of the medical history and/or medical condition, and demonstrate that it was reasonable to assume the illness or impact was present around the time of the student's assessment due date. Police or court report; or Practitioner certificate: provided by practitioners registered with a relevant professional body, such as social workers, counsellors, financial advisers and lawyers; or Letter or document: provided by a current or former employer; or Statutory declaration: (or equivalent) from the student or other relevant persons.
Obligations to military, jury or emergency services	Including obligations to the Country Fire Authority or other civic obligations recognised in international locations.	Statement from the appropriate authority , for example, the Defence Reservist's Military Unit, Juries Commissioner's Office; or Country Fire Authority. The evidence must state the relevant dates of the obligation.
Student athletes, artists, performers and representatives	Including: <ul style="list-style-type: none"> athletes or performers registered with the Elite Student Performer Scheme; representing the University in other key events and programs (e.g. debating). 	Statement from the appropriate authority , including: <ul style="list-style-type: none"> registration with the Elite Student Performer Scheme; or a faculty or other appropriate area of the University, for engagement activities where the student represents or volunteers on behalf of the University. The evidence must state the relevant dates of the student's obligation.
Carer responsibilities	Where exceptional circumstances, as listed in this table, affect the person they care for and the carer (student's) ability to undertake the assessment.	Students with caring responsibilities and student carers registered with DSS, must provide evidence to show that the exceptional circumstances (as listed in this table) affect the person for whom they care, and that the student's ability to undertake assessment was affected by those circumstances.

Exceptional circumstances, including but not limited to:	Description	Accepted supporting documentation and requirements
Religious or cultural obligations	Including: <ul style="list-style-type: none"> students who hold strict religious observance (which conflict with scheduled assessments); students with cultural duties and ceremonial obligations 	<p>A personal letter of support from an official cultural or faith leader outlining their relationship with the student and explaining how the obligation will prevent the student from attempting or completing the assessment task; or</p> <p>Statutory declaration (or equivalent) from the student or other relevant persons.</p>
Other exceptional circumstances	Including a natural disaster or a serious accident/incident	Sufficient evidence that is appropriate to the exceptional circumstances and that shows the student has experienced or is experiencing the circumstances.
Major known University technical disruption during a scheduled final assessment	The circumstances include: <ul style="list-style-type: none"> major or continuous disruption to power and/or internet service provision; and online assessment platform outage. 	<p>No evidence is required. Students are automatically granted special consideration in the form of an alternative assessment or a deferred assessment if an extension of time was not possible on the day. An application is not required.</p> <p>Students must be available to sit the alternative assessment or deferred assessment at the time scheduled by the University.</p>
Technical disruption during a scheduled final assessment for an individual student	The circumstances must be beyond the student's control and include: <ul style="list-style-type: none"> major or continuous disruption to power and/or internet service provision; and major technical issues with computer hardware (e.g. screen malfunction, fan malfunction). 	<p>Students must make every effort to contact the Exam IT Support Desk, report the issue and submit an application for special consideration as soon as possible but not later than 11:55pm (the time zone of the unit location) on the due date of the affected assessment task. See 2.11. In support of their application, students must provide either:</p> <ul style="list-style-type: none"> Screenshots or photos (including timestamps where appropriate) of the technical issue are required. For example, error messages, screen not loading, time stamped speed tests or communication from electricity provider regarding the issue/outage experienced; or Statutory declaration (or equivalent) from the student or other relevant persons. This can be submitted without an Exam IT Support Desk issue log number if it was not possible for the student to submit it at the time of the disruption.

Applying for special consideration

- 2.11 Eligible students must submit an application and supporting documentation via the [special consideration application form](#) as soon as possible, but no later than by 11.55pm (time zone of the unit location) on the due date of the affected assessment task.
- 2.11.1. Students who are unable to submit supporting documentation by the application deadline due to circumstances beyond their control can provide this up to three calendar days after the deadline. The reasons for the delay must be provided in the application form. The application will only be assessed when all correct documentation is received.
 - 2.11.2. For ongoing delays with accessing the required documentation beyond the three calendar days, the student must indicate a date in the application form by which the supporting documentation will be provided and provide evidence to support the reasons for the delay. The application will only be assessed when all the correct documentation is received.
 - 2.11.3. In extreme circumstances where a student has been unable to apply by the deadline (e.g. hospitalisation), the responsible officers in SEBS will review the student's circumstances to determine if a late application can be accepted. Applications submitted after the student's final results have been released for the teaching period will not be accepted under any circumstances.
 - 2.11.4. Where supporting documentation has not been provided within seven calendar days of the student's application date or date the student indicated in the application form that the documentation would be available, and no reason has been provided, the application will be declined.

Assessing the application - SEBS

- 2.12 SEBS will assess each application for special consideration, determine the outcome and notify the student (see 2.19 and 2.20).
- 2.13 An application can be declined 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 an explanation;
 - submission of fraudulent evidence (including medical certificates) (see section 2.9);
 - unclear or illegible documentation; or
 - failure to produce the original or certified documents on request.
- 2.14 SEBS will provide a special consideration dashboard for faculties and international locations to view the progress of and outcomes of all special consideration applications received.
- 2.15 Where SEBS has determined that a student is eligible for special consideration for a complex assessment task, SEBS will advise the chief examiner (or delegate), who will determine and advise the student of the outcome.
- 2.16 The outcomes of a special consideration application for a complex assessment are an extension, an alternative assessment (see 6.11 of the [Assessment Regime Procedure](#)) or an exemption from completing the task (see Table 2).
- 2.17 Complex assessments are those that:
- are flagged by the teaching faculty as complex e.g. placement units, select quizzes. These assessments should be communicated to SEBS at the start of the teaching period;
 - relate to a group assessment task (see also section 2.18);
 - require an extension longer than 10 calendar days (this may be less for teaching periods shorter than 12 weeks); or
 - extend beyond the end of the teaching period.
- 2.18 Where special consideration has been approved for one or more students in a group assessment task, the chief examiner (or delegate) will determine and advise students in the group of the following:
- whether an alternative assessment task is given to the affected student/s;
 - the method for marking the work of the remaining group members; and
 - whether all members of the group will be granted an extension.

Responses to special consideration applications

- 2.19 For complete applications for special consideration for assessments during the teaching period, SEBS will notify students of the outcome by email within three working days of receiving the complete application. If the application cannot be assessed within that time frame, SEBS will notify the student of the different response date, up to a maximum of an additional five working days.
- 2.20 For complete applications for special consideration for scheduled final assessments, SEBS will notify students of the outcome by email within two working days of receiving the complete application.

Outcomes of a special consideration application

- 2.21 The available outcomes of an approved special consideration application are set out in Table 2.

TABLE 2: Outcomes of special consideration applications

Outcome	Description
An extension is approved	<p>For an approved application, the extension length is generally no longer than 10 calendar days and commensurate to the student's circumstances. This may be less for teaching periods shorter than 12 weeks.</p> <p>The revised due date can be any day except a University holiday or a day on which the student has a scheduled final assessment.</p> <p>Consideration will be given to the timing in the teaching period and the impact of the revised date on providing feedback to the student and/or finalising results.</p>
An alternative and equivalent form of assessment is provided	<p>Section 6.11 of the Assessment Regime Procedure sets out the characteristics of alternative assessment tasks.</p>

An exemption from completing the task is provided	For applications where the eligible assessment task is weighted 10 percent or less (see section 2.23). The dean (or delegate) of the teaching faculty will determine which tasks are eligible for this outcome.
A deferred final assessment is provided	For applications for scheduled final assessments only. The University will set the date of the assessment as per the Scheduled Final Assessments Procedure.
Special consideration is declined	<p>The application will be declined where the student does not meet the eligibility requirements.</p> <p>Where the application was declined for a deferred assessment, the relevant BOE will finalise the results for the unit based on the completed tasks.</p> <p>Where the student will be unable to complete the assessment for the unit in the same timeline as rescheduled assessments (see section 3.7.), the application will be declined and the student will be assessed for a Withdrawn Incomplete (WI) grade if they meet the eligibility requirements (sections 4.2 to 4.4).</p>

- 2.22 Where special consideration for an assessment task has been approved for a given set of circumstances, further special consideration in that task for the same circumstances will require a new application with evidence demonstrating the need for further special consideration (see section 2.11).

Outcomes for low weighted assessment tasks

- 2.23 An exemption from completing the task can only be applied to any task that totals 10 per cent or less of the unit's assessment and is not a hurdle requirement or part of a hurdle requirement.

2.23.1. If an exemption is granted, the unit marks will be adjusted as follows:

- if the task is one component of an assessment item (e.g. one weekly quiz in an item of 'ten weekly quizzes, 20 per cent'), the mark for the whole item will be calculated as a percentage of the completed components; or
- if the task is a whole assessment item (e.g. 'discussion board comments, 10 per cent'), the final unit mark will be calculated as a percentage of the remaining assessment tasks for the unit.

Monitoring special consideration applications and outcomes for students

- 2.24 The chief examiner, via the special consideration dashboard, can view approved extensions and the revised submission date for each student. A late penalty must not be applied if the student submits the assessment by the revised submission date.
- 2.25 The chief examiner will inform the associate dean (education) of any extensions that extend beyond the date of the Board of Examiners (BOE) for the unit.

Extensions beyond the end of the scheduled final assessment period

- 2.26 Where a student has applied for an extension that will extend beyond the end of the scheduled final assessment period, SEBS will discuss the application with the associate dean (education) (or delegate) of the teaching faculty before a decision is made.
- 2.27 Where appropriate, SEBS may recommend to the associated dean (education) (or delegate) of the teaching faculty that the student withdraws from the unit, applies for a [remission of loan debt](#) and, if applicable and within the timeline, a [WI grade \(see section 4\)](#).

Supporting students with multiple applications

- 2.28 Faculties are responsible for monitoring the number of students who have submitted multiple short extension and/or special consideration applications via the special consideration dashboard.
- 2.29 To support students, faculties will refer students to appropriate support services, including recommending they request course advice. Where appropriate, faculties may recommend to the student that they take intermission or withdraw from the unit.

3. Deferred final assessment

- 3.1 The date of deferred scheduled final assessments will be set in accordance with the [Scheduled Final Assessments Procedure](#) (section 2.4).
- 3.2 If a student attends the scheduled final assessment after being approved for a deferred assessment, the special consideration decision will be revoked. The student will not be permitted to sit the deferred assessment and the mark for the original final assessment will be included in their final mark. No further special consideration applications for the assessment task will be accepted.

Rescheduling a deferred final assessment

- 3.3 Students can apply to reschedule a deferred final scheduled assessment on one further occasion.
- 3.4 Students cannot apply to reschedule a supplementary assessment (see [Assessment Regime Procedure](#), section 5.6).
- 3.5 Students must apply to SEBS, using the relevant form, by 11.55pm (time zone of the unit location) on the due date of the affected assessment task.
- 3.5.1 Students who are unable to submit supporting evidence by application deadline can provide this up to three calendar days after the deadline if there were circumstances beyond their control which prevented them from providing this on time. The reasons for the delay must be provided in the impact statement.
- 3.5.2 If circumstances beyond the student's control have prevented the application being submitted by 11.55pm (time zone of the unit location) on the due date of the affected assessment task, supporting evidence of the delay must be provided.
- 3.5.3 Applications submitted after the student's final results have been released for the unit teaching period will not be accepted.
- 3.5.4 Where supporting documentation has not been provided within seven calendar days of the student's application date or date the student indicated in the application form that the documentation would be available, and no reason has been provided, the application will be declined.
- 3.6 SEBS will acknowledge receipt of the application within two working days.
- 3.7 To be eligible to apply to reschedule a deferred final scheduled assessment, students must:
- be registered with DSS and have an ongoing condition, that has directly prevented their ability to undertake the deferred final assessment; or
 - demonstrate that the circumstances for which the deferred final scheduled assessment was granted are unresolved; or
 - demonstrate the existence of extreme circumstances beyond their control, which have directly impacted their ability to undertake the deferred final assessment. The extreme circumstances must align with the criteria used to determine students' eligibility for a WI grade (section 4). This includes:
 - a serious and debilitating medical condition;
 - severe mental health condition;
 - death of a person with whom they had a significant relationship;
 - obligations to emergency or military service or civic obligations; and/or
 - other extreme circumstances beyond their control such as a natural disaster or a serious accident; or
 - be able to complete the rescheduled assessment within 90 calendar days of the result release date of the teaching period in which the original scheduled assessment was held.
- 3.8 The student must provide supporting evidence that demonstrates their circumstances meet the criteria in section 3.7.

Determining the outcome of a rescheduled assessment application

- 3.9 SEBS will assess the application, determine the student's eligibility and inform the student and dean (or nominee) of the teaching faculty of the outcome within five working days of receiving a complete application.
- 3.10 Where a rescheduled assessment has been approved, the dean (or delegate) of the teaching faculty:
- will consult with the chief examiner and the associate dean (education), if required, to determine the appropriate manner to vary the assessment regime for the student, considering any professional accreditation requirements. This can be a rescheduled deferred assessment or an alternative assessment task (of equivalent learning outcomes);
 - schedule or set the due date of the assessment within the maximum time limit (section 3.7, last point);
 - may request that the student meet with a course adviser to discuss and develop a study plan to manage their course progression. The student can take a support person to the meeting; and
 - may set enrolment conditions until the rescheduled assessment has been completed, taking into consideration the impact on student visas, government benefits or scholarships.
- 3.11 Students who have applied for a rescheduled deferred assessment will instead be assessed for a WI grade, using the criteria in section 4, if:
- the student has not met the eligibility criteria for a rescheduled deferred assessment;
 - the student was approved for a rescheduled deferred assessment but the student was unable to complete it within the maximum time limit; or
 - the student was unable to provide the complete supporting documentation required for the application to be assessed on time and the assessment was not able to be scheduled within the maximum time limit.
- 3.12 Assessments will only be scheduled beyond the maximum time limit in cases of unexpected delays caused by University administrative processes.

4. Withdrawn incomplete (WI) grade

- 4.1 The WI grade is a withdrawn grade awarded as a compassionate response to students who are prevented from completing unit assessments due to extreme circumstances beyond their control and having effect after the start of the withdrawn fail period. A WI grade does not count towards the Grade Point Average (GPA) or Weighted Average Mark (WAM).

Eligibility for a WI grade

- 4.2 Students can apply for a WI grade if they have been affected by:
- a serious and debilitating medical condition;
 - severe mental health condition;
 - death of a person with whom they had a significant relationship;
 - obligations to emergency or military service or civic obligations; and/or
 - other extreme circumstances beyond their control such as a natural disaster or a serious accident.
- 4.3 To be eligible the student must have failed to successfully complete unit assessment due to extreme circumstances beyond their control, and the circumstances:
- occurred after the start of the [withdrawn fail period](#) of the relevant teaching period; or
 - did not have full impact until after the start of the [withdrawn fail period](#) of the relevant teaching period and the impact could not have been predicted; or
 - prevented the student from withdrawing from the unit before the [withdrawn fail period](#).
- 4.4 Students are not eligible to apply if they attended or attempted part or all of the scheduled final assessment. An application will be considered by the Senior Director, Student Services (or delegate) if students are determined to be unfit by a medical professional at the assessment venue (or online equivalent).
- 4.5 Students who are unable to complete a supplementary assessment can apply for a WI grade within 10 working days of the assessment date if they meet the criteria in section 4.2 and 4.3 and regardless of whether they attended or attempted part or all of the original final scheduled assessment for the unit.
- 4.6 Students who meet the criteria for a rescheduled deferred final assessment at the time the application is assessed (see section 3.7) also meet the criteria for a WI grade.

Applying for a WI grade

- 4.7 Applications for a WI grade must be submitted as soon as possible, using the required form, and within 10 working days of the results release date.
- 4.7.1. The Safer Community Unit (or equivalent for international locations) can recommend to SEBS that they vary the evidence requirements (sections 4.8 and 4.9), or the application timeframes (section 4.7), for a student who is a victim of sexual harm, family or domestic violence so the student can apply for a WI grade.
- 4.7.2. Where a student is prevented from submitting an application within the required timeframe specified in 4.7 due to circumstances beyond their control, the Senior Director, Student Services (or delegate) can approve a longer application period. Applications for extensions must include evidence of the circumstances and demonstrate that they were beyond the student's control. If approved, the extension will be proportionate to the circumstances.
- 4.8 Applications must include evidence that:
- details the severity of the situation;
 - the circumstances are related to the acceptable grounds in section 4.2; and
 - confirms the timing of the circumstances.
- 4.9 Acceptable forms of evidence include:
- a death notice;
 - records of hospital admission;
 - police reports;
 - notifications of obligations to emergency or military services or civic obligations; or
 - an impact statement from a health professional as appropriate.
- 4.10 For applications made due to the death of a person with whom the student had a significant relationship, the student must provide evidence demonstrating significance of the relationship. In the case of extreme and ongoing grief, appropriate evidence can be a document from the student's doctor or counsellor. WI grades can be awarded to allow students to deal with both the immediate aftermath and ongoing issues following the death of a person with whom the student had a significant relationship.

- 4.11 If the application is for a unit which was previously approved for a deferred final assessment (as a result of a special consideration application), the evidence must demonstrate that the circumstances resulting in failure to complete the deferred final assessment either:
- occurred after the deferred final assessment was approved; or
 - prevented the student from undertaking or completing the assessment in ways that could not have been predicted when the deferred final assessment was approved.

Awarding a WI grade

- 4.12 SEBS will consider the supporting evidence submitted and can consider any additional relevant evidence from the student record. This includes details of special consideration applications and the student's academic progress.
- 4.13 In the case of an application for a WI grade from a graduate research student, SEBS will consult with the associate dean (graduate research) of the managing faculty prior to determining the outcome.
- 4.14 SEBS can:
- approve a WI grade;
 - deny the application, providing reasons for the decision; or
 - refer it to the University WI panel for further consideration (see sections 4.17 to 4.20).
- 4.15 SEBS will notify the student of their decision, including the reasons for the outcome, within 15 working days of the complete application, including all required evidence, being submitted. Where the application is referred to the University WI panel, SEBS will notify the student of the expected timeframe of the outcome, based on the panel's meeting schedule.
- 4.16 Where a student has made multiple WI applications, SEBS will refer the student to appropriate support services, including recommending they request course advice, and inform the associate dean (education) (or nominee) of the managing faculty.

University WI panel

- 4.17 The University WI panel will consist of:
- President of Academic Board (or nominee, who must be an academic staff member), who will be the chair of the panel;
 - Senior Director, Student Services (or nominee);
 - Deputy Vice-Chancellor (Education) (or nominee, who must be an academic staff member); and
 - Associate Dean (Education) (or nominee, who must be an academic staff member) of the managing faculty.
- 4.18 The Senior Director, Student Services, or the University WI panel considers applications referred to it and can:
- approve a WI grade; or
 - deny the application, providing reasons for the decision.
- 4.19 SEBS must inform the student of the outcome, including the reasons for the outcome, and will notify the managing and teaching faculties.
- 4.20 When a WI grade is awarded, SEBS will amend the student's existing result in the student management system.

5. Evaluation and reporting

- 5.1 SEBS will undertake regular moderation activities to ensure applications are being assessed consistently, equitably and according to this procedure.
- 5.2 SEBS will regularly engage with faculties and international locations for feedback and ongoing process improvement.
- 5.3 The Senior Director, Student Services (or nominee) will submit regular reports to the University Education Committee and Academic Board:
- a twice-yearly report on special consideration, highlighting trends, number of applications, categories of applications received, response times; processing timelines, process improvements and addressing risk and quality issues; and
 - an annual report on WI grades, highlighting trends and addressing any quality issues related to WI grades.

DEFINITIONS


Authorised translation	A translation by a professionally accredited translation service.
Chief examiner	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.
Deferred assessment	A final assessment that has been delayed to a later date, normally resulting from a successful application for special consideration.
Disability	<p>As defined in the Disability Discrimination Act 1992 and 'in relation to a person', means:</p> <ul style="list-style-type: none"> total or partial loss of the person's bodily or mental functions; total or partial loss of a part of the body; the presence in the body of organisms causing disease or illness; the presence in the body of organisms capable of causing disease or illness; the malfunction, malformation or disfigurement of a part of the person's body; a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; <p>and includes a disability that:</p> <ul style="list-style-type: none"> presently exists; previously existed but no longer exists; may exist in the future; or is imputed to a person.
Difficult circumstances	For the purpose of this procedure, difficult circumstances are short term events preventing the student from working on their assignments for a day or two. See 1.2 for examples.
Exceptional circumstances	<p>For the purpose of this procedure, exceptional circumstances are circumstances that could not be reasonably foreseen and due to which there was insufficient time to complete an assessment task. Exceptional circumstances are more severe in effect or duration than difficult circumstances and may prevent a student from working on an assessment for more than two days.</p> <p>Exceptional circumstances might include illness such as the flu or being a victim of a crime.</p>
Extreme circumstances	For the purpose of this procedure, extreme circumstances are highly uncommon and severe situations beyond the student's control that prevent the student from studying for a longer than expected period of time.
Health professional	A professional registered with the Australian Health Practitioner Regulation Agency or equivalent in other countries.
Major University technical disruption	<p>A disruption to a scheduled final assessment declared by the Chief Information Officer (or delegate) and Deputy Vice-Chancellor (Education) (or delegate). The technical disruption:</p> <ul style="list-style-type: none"> is a major or continuous disruption to power and/or internet service provision and prevents students from completing the assessment; or is major and the provision of additional time was not feasible; or is major and the assessment was irrecoverable.
Managing faculty	The faculty specified in the Handbook as being responsible for the administration of a course for the year for which the Handbook is published.
Medical certificate (or doctor's certificate)	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 face-to-face (including telehealth) medical consultation with the student.
Medical letter of support	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 undertake the assessment on the relevant date or unable to complete work for assessment on or before the relevant date.
Scheduled final assessment	A timed major assessment task that is scheduled after the end of the teaching period (previously known as 'examination').

Statutory Declaration	<p>A statutory declaration is a legal document that contains a written statement about something that is true. It must be witnessed by an approved witness and must include:</p> <ul style="list-style-type: none"> • your full name • your address • your occupation • a statement that you "do solemnly and sincerely declare".
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 .
Student carer	<p>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.</p> <p>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.</p>
Teaching faculty	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.
Teaching period	In relation to a unit of study, the period occupied by the teaching of the unit.
Working day	A day other than: (a) a university holiday under Part 9 of the Monash University (Vice-Chancellor) Regulations; or (b) in relation to an Australian campus, a Saturday, Sunday or day appointed as a public holiday in the whole of Victoria under the Public Holidays Act 1993; or (c) in relation to an international campus, a week end day or a public holiday in the place where that campus is located.

GOVERNANCE

Parent policy	Assessment and Academic Integrity Policy
Supporting schedules	N/A
Associated procedures	Assessment Regime Procedure Data Protection and Privacy Procedure Equal Opportunity Policy Grading Schema Procedure Marking and Feedback Procedure Scheduled Final Assessments Procedure Student Academic Integrity Procedure Student Complaints Procedure Student Fees Procedure
Legislation mandating compliance	Monash University (Academic Board) Regulations, 20-22 Federal legislation Disability Discrimination Act 1992 Racial Discrimination Act 1975 Higher Education Standards Framework (Threshold Standards) 2021 Victorian legislation Equal Opportunity Act 2010
Category	Academic
Approval	<p>Learning and Teaching Committee</p> <p>2 December 2019</p> <p>MEETING NUMBER 9/2019 / AGENDA ITEM 6.1</p>



Endorsement	Deputy Vice-Chancellor (Education) 25 November 2019
Procedure owner	Deputy Vice-Chancellor (Education)
Date effective	1 January 2021
Review date	1 January 2024
Version	4.0 (<i>Major amendments effective on 24 July 2023</i>)
Content enquiries	policy-education@monash.edu