

Policy number	P29	Version	8
Approved by ABG on	1 February 2024	Scheduled review date	February 2029

## 1. Purpose

The purpose of special consideration is to give a National Institute of Organisation Dynamics Australia (NIODA) student, whose work for a particular piece of assessment has been adversely affected by circumstances beyond their control, a further opportunity to demonstrate their ability.

## 2. Scope

This policy applies to all NIODA postgraduate coursework students.

## 3. Policy Statement

A student whose work during a teaching period or other assessment period has been affected by a cause beyond their control may apply in writing to the Student Services Lead for special consideration.

## 4. General Principles

- 4.1. Students are expected to complete all compulsory assessment tasks, tests and examinations at an acceptable standard and to meet all compulsory assessment deadlines to meet course requirements.
- 4.2. Students who suffer an acute illness or other extenuating circumstance, as exemplified below which prevents them from meeting acceptable standards and deadlines, may apply for special consideration.
- 4.3. Special consideration may apply where exceptional causes can be demonstrated in one or more of the following circumstances:
  - acute illness – e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. This does not include minor illness such as a mild cold
  - loss or bereavement – e.g. death of a close family member, or friend
  - hardship - e.g. sudden loss of income or employment, severe disruption to domestic or work arrangements, family relationship breakdown
  - trauma – e.g. victim of sexual misconduct, victim of crime
  - relevant obligations to military or jury service or service to emergency services such as the Country Fire Authority.
- 4.4. The following circumstances would not normally be considered to be extenuating circumstances:
  - routine demands of employment
  - difficulties adjusting to the self-discipline needed to study effectively, and to the demands of academic work
  - low levels of stress or anxiety normally associated with examinations, required assessment

tasks or any aspect of course work

- lack of knowledge of requirements of academic work.

4.5 In the instance where a student submits an assignment past the due date without explanation to the class teacher, they are only eligible for a 50% mark for that assignment. This also applies to assignments submitted past the revised special consideration due date without explanation.

The Special Consideration Committee of the Master's Leadership Team, determines the most appropriate outcome for the special consideration application, depending on the student case and the piece of assessment affected, however, a mark adjustment, other than the 50% mark, shall not be made under any circumstances.

### 5. Processes

- 5.1. Under circumstances such as those outlined above, students must first advise their subject teacher of their intention to make an application for special consideration. Students can then apply for special consideration by completing the application form: <https://form.jotform.com/220404331333843> linked below and submitting it to the Student Services Lead.
- 5.2. Supporting documentation shall accompany the application and may include one or more of the following forms of evidence:
  - medical certificate/s with the dates clearly marked when the student was unfit to complete assignments
  - letter of support from a medical practitioner, psychologist or lawyer that must attest to the practitioner's judgment, based on the student's circumstances and on information provided, that the student would have been unfit to complete work for the assessment on or before the relevant date. A letter of support should be provided only when the student was unable to obtain medical advice on the date or dates they were affected by exceptional circumstances
  - death notice or certificate
  - a police report
  - statutory declaration from the student or other relevant party
  - notification on an official document (can include email) including start and finish dates of obligation to e.g. Jury Duty, obligations to CFA or other emergency services.
- 5.3. Once an application has been submitted, the Special Consideration Subcommittee of the Master's Leadership Team consults with the subject coordinator and then determines an outcome. Responses must be sent in writing to the students within *five working days* of the application being received.
- 5.4. Depending on the circumstances, responses to requests for special consideration can include:
  - an extension of time for submission of the assignment
  - an alternative assessment method for ascertaining that the student has achieved learning outcomes to a standard sufficient to be considered able to pass the subject. Under such circumstances, students are only eligible for a pass result of 50%.

- 5.5. Should a student be dissatisfied with the response to the application, they should refer to the Candidate and Student Grievance Policy.
- 5.6. The extension of time cannot exceed a submission date later than six months from the conclusion of the relevant subject. In instances where an extension is granted and the assignment is not submitted on the due date and this exceeds the six month timeframe the result is recorded as a Fail.
- 5.7. An additional extension of the revised special consideration due date may be considered, given the student requests this extension via email prior to the revised date.

### **6. Responsibilities**

It is the responsibility of students to submit an application for special consideration before the assignment is due and to communicate in writing with their class teacher their intention to do so, see 4.5. In consultation with the Special Consideration Committee and the student's current teacher, the Master's Course Lead is primarily responsible for the implementation of this policy with support from the Student Services Lead.

### **7. Grievances**

Grievances relating to special consideration should be taken up as per the NIODA Grievance Policy. The Grievance Policy is published on the NIODA website ([www.nioda.org.au/policies](http://www.nioda.org.au/policies)).

### **8. Related Documents**

Assessment Policy

Grievance Policy

Sexual Misconduct Policy

Special Consideration Committee - Terms of Reference

Application for Special Consideration form: <https://form.jotform.com/220404331333843>