



Guide to Special Consideration

Guideline for Macquarie University Coursework students who experience a short-term, unexpected, serious and unavoidable circumstances, which affect their performance in assessment. This should be read in conjunction with the [Special Consideration Policy](#) / [Procedure](#).

ELIGIBILITY CRITERIA

The University classifies a disruption as serious and unavoidable if it:

1. Could not have reasonably been anticipated, avoided or guarded against by the student; and
2. Were beyond the student's control; and
3. Caused substantial disruption to the student's capacity for undertaking assessment for the unit(s); and
4. Occurred during an event critical study period and were at least three (3) consecutive days duration or a total of 5 days within the teaching period and/or
5. Prevented completion of an assessment task scheduled for a specific date (e.g. final examination, in class test/quiz, in class presentation).

You will not be eligible to receive consideration if you have already sat the examination, in-class test or submitted the assessment. The Fit to Sit model states that by completing the assessment you are declaring you are fit and able to do so. If you have already attempted the assessment you may request Special Consideration only if:

- You were unfit to make reasonable judgement on your fitness to undertake the assessment, due to mental illness or other exceptional circumstances; or
- You were taken ill during the assessment (in the case of an examination or test), and this can be independently corroborated.

TIMING

You must submit an application for Special Consideration no later than **5 working days** after the assessment due date.

Applications submitted outside the timeframe and/or without supporting evidence:

- The Special Consideration policy states: 'applications may be refused if not submitted in the manner and timeframe required'.
- If you have exceptional circumstances that prevented you from applying within the timeframe (with supporting evidence), your late application may be considered at the discretion of the faculty. When you submit your application:
 - Do so without further delay. If you are having difficulties obtaining evidence, you may like to submit the application without it and explain when you will have the evidence by.
 - You should explain the reasons for delay in your late application.

DOCUMENTATION

Supporting evidence should be submitted at the same time as your application. The evidence must:

- identify the circumstances
- include dates and/or the length of the circumstances
- explain the severity and impact of the circumstances
- clearly describe how the circumstances have adversely affected the student's capacity for effective study to which an assessment relates
- include the date(s) on which the student was seen by the professional providing the evidence
- The university's [Professional Authority Form](#) is suitable for medical (physical or psychological) disruptions

IMPORTANT CONSIDERATIONS

If you are experiencing an ongoing medical condition:

- For the purposes of Special Consideration, the evidence must show an unexpected exacerbation of the known condition.
- The date range provided should identify when the exacerbation began, and how long it has impacted you for.

If you are seeking an extension for an assessment:

- The date range in your supporting evidence needs to cover at least 3 consecutive days or 5 total days in the lead up to the due date.
- The length of a deadline extension will normally be equivalent to the duration of the circumstances affecting the student.
- An extension of up to two weeks may be granted if justified by the supporting evidence but if a longer extension (than two weeks) is required this, according to the policy is at the discretion of the Unit Convenor.
- It is within the discretion of the Faculty to only grant one extension and you should keep working on your task while waiting for an outcome, wherever possible. A late submission that is not granted Special Consideration will be subject to the penalties outlined in the unit guide.

If you have a pre-booked holiday planned:

- The policy states 'Special Consideration will not be granted when students are unable to complete an assessment task due to planned or foreseeable absence (eg. holidays, recreational activities or normal work commitments or changes).'
- Therefore it is important that you consider whether your holiday meets the eligibility criteria for Special Consideration. In many cases a holiday is within a student's control and it is anticipated that such an event would impact upon your studies, thus not eligible for Special Consideration.
- You may need to consider the best study plan for your situation and if necessary, withdraw from the unit before the census date.

If you cannot meet the new deadline/date provided to you in the Special Consideration Outcome:

- The Special Consideration policy states students may be provided with 'one additional opportunity to demonstrate they have met the learning outcomes of a unit'.
- In addition, 'the time and date, deadline or format of any required extra assessable work is not negotiable'.
- Therefore, while you may like to submit a further Special Consideration Request, generally this will only be accepted under exceptional circumstances.

HOW TO APPLY

Apply online for all relevant tasks and units through the [Special Consideration Application](#) in AskMQ. You will need to attach the required supporting evidence at the time of submission.

APPEALS

If you are dissatisfied with the Special Consideration process, and can demonstrate that the university did not follow the procedure for assessing your application, you may be able to appeal this decision in accordance with the [Academic Appeals Policy](#). Check out our [Guide to Academic Appeals](#) and [Guide to Special Consideration Appeals](#) for more information about this process.

SUPPORT AVAILABLE

If you require support with this process, or information about an appeal, complete the [Student CARE MQ Referral form](#) select "Advocacy support" as the reason for referral.

*This guide was prepared for you by the
Student Advocacy & Support Service.*

The information is correct as of June 2021



MACQUARIE
University