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.

For more information, view the Special Consideration Policy: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration.

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 (e.g. holidays, recreational activities or normal work commitments or changes).’
- Therefore it is important that you consider whether your trip 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

You will need to submit an Application for Special Consideration online at: https://ask.mq.edu.au/account/forms/display/special_consideration

APPEALS

If you are not satisfied with the outcome and you wish to discuss the possibility of an appeal you will need to contact Advocacy immediately. The deadline to Appeal a Special Consideration outcome is 5 working days from the date you received the outcome notification.

If you would like feedback or information about an appeal, visit Request for Help – Student Advocacy and Support Services: https://it-mqu.formstack.com/forms/studentadvocacyrequestforhelp