

Special Consideration Procedure

There are two types of Special Consideration applications available for students to apply for



Impaired performance for,
or missed assessments,

such as tests/exams that are worth 10% or more, where students who have covered and learnt the material for a course have been prevented from demonstrating their knowledge or skills at the time of the assessment due to illness/bereavement/other critical circumstances.



Applications under this category must be submitted at the time of the assessment or up to five working days after the assessment due date.



Late Backdated Discontinuation
application (to be withdrawn
from a course)

are for students who have been prevented from completing a course of study, due to circumstances beyond their control, and they were unable to withdraw from the course(s) by the published withdrawal deadline.



Applications under this category must be submitted no later than five working days after the examination period has finished.

An approved application for special consideration for late discontinuation does not provide a refund of fees. It only removes the relevant course(s) from a student's transcript.

Special Consideration Two-Step Process

- The grounds of the application are reviewed and a decision made by either the SC Coordinator, SC Panel or SC Chair.
- If approved information is sent to the Department/School for a remedy to be applied, if appropriate, which is notified at the time of results being released.
- For late discontinuation, if approved, is sent to the Dean of the Faculty who has the final approval, if the Dean approves the student will then be withdrawn.
- An approved SC application does not mean a grade change will necessarily occur. Any change to the original grade is determined by the Department

A Special Consideration application is not available for:

- Missed lectures during the semester;
- Experiencing examination anxiety;
- Having several assessments / tests / examinations close together;
- For an essay or assignment where an extension of time to complete the assessment should be sought directly from the lecturer or course supervisor;
- Work or other external commitments;
- Low-level impairment (e.g., a cold during the examination period);
- Known impairment such as chronic illness (medical or psychological), injury or disability unless medical evidence confirms that the circumstances were exacerbated, despite appropriate management, at the time of assessment.