

PROCEDURE

Procedure Title

Adjustments to Assessments Diplomas Procedure

Parent Policy

Assessment Policy

Definitions

DEF mark	Deferred Assessment: used for examination purposes, to record a deferred exam in the official designated period
DSS	Disability Support Services, Monash University
TRIM	Student Record Management System
WES	Web Enrolment System
WH mark	Withheld: used to indicate that not all assessment tasks have been assessed and that a final grade cannot yet be recorded
WI mark	Withdrawn Incomplete. A compassionate response for students who are prevented from completing unit assessment due to extreme circumstances beyond their control
WN mark	Withdrawn Fail: Awarded to students who withdraw after the academic census date in the trimester

Preamble

From time to time, circumstances arise where students are not able to complete the set assessment tasks for a unit by the required due date. Students should proactively manage these situations and alert their teacher and/ or Learning Consultant/ Student Counsellor to their situation as soon as possible so that appropriate application forms can be submitted and alternatives may be put in place.

When modifications to assessment tasks to assist students are approved, the alternative assessment task must:

- Be of an equivalent standard to the original assessment task;
- Assess the same learning outcomes;
- Be consistent with the principles of academic integrity and the Assessment Policy;
- Not disadvantage other students enrolled in the unit; and
- Be time proximate.

Types of Adjustments

The types of adjustments depend on the length of time the student is affected by illness/ other serious circumstance and the time when the impact on the student becomes evident.

1. Alternative assessment arrangements	Students with an ongoing medical or mental health condition, disability or who have responsibilities as student carers may apply to Disability Support Services (DSS) for alternative arrangements.
2. Special consideration and deferred assessment	Special consideration may be provided to students who are unable to complete an assessment task on the scheduled date, such as an exam, due to short-term or acute illness or other exceptional circumstances beyond their control.
3. Allocation of a WI final grade	Withdrawn Incomplete (WI) grade is a compassionate response for students who are prevented from completing unit assessment due to extreme circumstances beyond their control.

Procedure

Ref	Steps	Responsibility
1.	<p>Alternative Assessment Arrangements for Students with Ongoing Medical or Mental Health Conditions</p> <p>Students with ongoing medical or mental health conditions or disability must apply to the Disability Support Services (DSS) for alternative assessment arrangements. This will apply to both internal assessments and exams.</p> <p>Where students are experiencing ongoing conditions which they expect will prevent or impede their ability to complete assessment tasks, they should contact the relevant Team Leader/ Academic Manager for course and progression advice.</p>	<p>Students</p> <p>Students</p>
	<p>1.1 Disability Support Services Registration Form</p> <p>The student must lodge a DSS Registration Form by Week 2 of the trimester. The DSS webpage lists the application and supporting documentation requirements.</p> <p>Exceptions to these timelines may be made when injuries or illnesses are sustained within one month of the exam.</p> <p>Once the application is approved and the student is registered with DSS, it is recommended that students inform their teacher at least two weeks before an assessment is due and at least one month prior to the commencement of the examination period.</p>	<p>Students</p> <p>Students</p>

Ref	Steps	Responsibility
	<p>The DSS will send Student Administration a report of recommended adjustments for all assessments.</p> <p>Where an alternative arrangement may involve these of a student's personal equipment, the DSS will consult with Student Administration to ensure any potential integrity issue is addressed.</p>	<p>DSS</p> <p>DSS</p>
	<p>1.2 Alternative Assessment Arrangements for Internal Assessment</p> <p>Students registered with the DSS are assisted to study independently, by either accessing appropriate services and/ or through arranging reasonable adjustments to teaching and assessment practices.</p> <p>Reasonable adjustments may include but are not limited to:</p> <ul style="list-style-type: none"> • Teachers providing slides and other teaching material to students in advance of class, or the recording of lectures • Using alternative formats for course materials, such as text books in an electronic format • Use of assistance equipment and services, such as assistive software or note takers <p>Flexible assignment deadlines or extra time or a break during in-class tests and examinations.</p>	<p>Teachers</p>
	<p>1.3 Flexible Assessment Deadlines</p> <p>A student who has an arrangement in place that allows flexible assessment deadlines may from time to time require additional time to meet assessment deadlines.</p> <p>Where such arrangements are in place, students are required to submit a Special Consideration application form but are not required to provide any evidence for a submission extension.</p>	<p>Students</p>
	<p>1.4 Alternative Assessment Arrangements for Exams</p> <p>Alternative arrangements may include:</p> <ul style="list-style-type: none"> • Variation in the time the exam is scheduled • Splitting the exam across two or more sessions • Variation in the structure or format of the exam, including the use of Braille, large print, audio exam papers • Variation in the duration of the exam, including extra time or rest breaks 	<p>Student Administration</p>

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> • The use of an alternative exam venue, including a separate exam venue and/ or ergonomic furniture • The assistance of a scribe, reader or Australian Sign Language (AUSLAN) Interpreter • The use of a computer • The use of other adaptive technology provided or approved by DSS. <p>Where alternative assessment arrangements are granted:</p> <ul style="list-style-type: none"> • The DSS will provide Student Administration with the details of accommodations and conditions of alternative assessment arrangements for all approved applications three weeks prior to the commencement of the examination period • Student Administration will notify each student in writing of the accommodations and conditions within two weeks of the start of the exam period. Where late applications are submitted, the student will be notified as soon as possible. 	<p>DSS</p> <p>Student Administration</p>
2.	<p>Special Consideration</p> <p>Special consideration may be granted to students who are unable to complete an assessment task, such as an exam, due to short-term or acute illness or other exceptional circumstances beyond their control.</p> <p>Special consideration ensures that all students have an opportunity to demonstrate the achievement of the unit learning outcomes.</p> <p>There are many different circumstances which could result in a special consideration application. The most common are:</p> <ul style="list-style-type: none"> • <u>Short term serious medical condition</u>: includes hospital admission, serious injury, severe asthma, severe anxiety or depression • <u>Loss or bereavement</u>: e.g. death of a close family member • <u>Family relationship breakdown</u> • <u>Hardship/ trauma</u>: e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements 	

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> • <u>Religious reasons</u>: refer to the Accommodation of Students with Strict Religious Observance Obligations Guidelines • <u>Major political upheaval or natural disaster</u> in the home country • <u>Unavoidable obligations to military, jury or emergency services</u> (such as the Country Fire Authority) • <u>Elite Student Performer Scheme</u> for registered student athletes, artists, performers participating in a key event and for students competing in key academic events and programs representing the University • <u>Student carers</u>: where students with carer responsibilities are registered as a carer with DSS and where acute illness or other exceptional cause affects the person for whom they care and the impacts on the student's ability to prepare for or perform the assessment. <p>Special consideration will not be granted for:</p> <ul style="list-style-type: none"> • Managing workload from other units of study • Managing activities arising from voluntary representation as a member of a club or society • Misreading the examination timetable; or • Technology-related problems that could have been prevented, avoided or the effects minimised by reasonable diligence by students. <p>Multiple and recurring applications for special consideration may be an indicator of a student at academic risk. Students should be asked to meet their Team Leader/ Academic Manager for course and academic progress advice and/ or referred to the Student Counsellor.</p> <p>Students will not normally be granted special consideration based on the given set of circumstances more than once for the same in-trimester assessment or an exam.</p>	<p>Team Leader/ Academic Manager</p>
	<p>2.1. Submitting an Application</p> <p>Applications for special consideration must be genuine and made in good faith. Submitting an application does not guarantee that the request will be granted.</p> <p>The relevant application form must be submitted.</p> <p>In-trimester Special Consideration Application Form:</p>	<p>Students</p>

Ref	Steps	Responsibility
	<p>documentation must be translated into English by a NAATI certified translator.</p> <p>Students must ensure that all relevant evidence is submitted with the application. Failure to submit all relevant evidence may result in the application being rejected.</p> <p>The date attached to the supporting evidence must correspond with the date the student was affected by the exceptional circumstances.</p> <p>Retrospective or backdated medical certificates will not be accepted after the scheduled date of the missed or affected exam or assessment task unless evidence is provided for exceptional circumstances to support a retrospective medical certificate.</p> <p>The type of documentation required to support a special consideration application will depend on the reasons for the application.</p> <p><u>Acute illnesses and health related issues</u></p> <p>Sufficient evidence must specify that the student was unfit to sit the exam on the relevant date or unable to complete work for assessment on or before the relevant date.</p> <p>Acceptable forms of documentation include:</p> <ul style="list-style-type: none"> • Medical certificate* provided during a face to face consultation (must state that the student was unable to sit the exam on the relevant date). A statutory declaration is not acceptable. • Professional certificates provided during a face to face consultation by other persons registered with a professional body, such as psychologists*. <p>* the doctor or health practitioner MUST be registered with the Australian Health Practitioner Regulation Agency or the equivalent body if students are outside Australia.</p> <p>If a Team Leader/ Academic Manager suspects that a medical practitioner has acted improperly in providing a medical certificate, this should be reported to the Deputy Director.</p> <p>Team Leaders may seek further detail to support the student's application from the student and, with the student's permission, directly from the medical practitioner where a better understanding of the student's future capacity to sit the exam and complete assessment is needed to determine the outcome of the application. A</p>	<p>Team Leader/ Academic Manager</p>

Ref	Steps	Responsibility
	<p>detailed statement from DSS may also be accessed if the student is registered.</p> <p>A request for permission to contact a medical practitioner directly would normally be made where the student has applied for special consideration or deferred final assessment in more than one semester.</p> <p><u>Military, jury or Country Fire Service duty or participation in events</u></p> <p>The acceptable documentation may consist of notification from the appropriate authority of the student's obligation, stating the relevant dates. For example:</p> <ul style="list-style-type: none"> • Defence Reservist's Military Unit • Juries Commissioner's Office • Country Fire Authority • TeamMONASH in regard to the Elite Student Performer Scheme. <p><u>Carer responsibilities and disability</u></p> <p>The acceptable evidence must show that the student's inability to prepare for or perform the assessment was due to acute illness or other exceptional cause affecting the person for whom they care.</p> <p>Students will have provided supporting medical documentation to DSS and DSS may provide advice on a case-by-case basis on the student's condition and/ or requirements, and possible alternative assessment arrangements.</p> <p>In some cases, documentation may be confirmation from DSS that a registered student has provided appropriate medical documentation supporting the need for flexibility with assessment.</p> <p><u>Other documentation requirements</u></p> <p>Some applications will require documentation such as:</p> <ul style="list-style-type: none"> • Death notice or certificate • Police report • Statutory declarations from the student or other relevant people • A letter from a religious leader • Professional certificates provided by other persons registered with a professional body, such as social workers and lawyers. 	<p>Students</p> <p>DSS</p>

<p>3.</p>	<p>Allocation of a Withdrawn Incomplete (WI) Grade</p> <p>The Withdrawn Incomplete grade is a compassionate response for students who are prevented from completing unit assessment due to extreme circumstances beyond their control.</p> <p>It is not a passing grade and is not included in a students' exit score calculation.</p> <p>The student can be awarded a WI grade through one of two ways:</p> <ul style="list-style-type: none"> • Where the Deputy Director (or nominee), determines that a student was, or will be, prevented from completing a unit assessment due to extreme circumstances beyond the student's control, occurring or having effect after the commencement of the relevant withdrawn fail period. The WI the may be awarded as the final grade. • Where the Deputy Director (or nominee), determines that a student has received a fail grade (N or WN) as a result of failing to complete unit assessment due to extreme circumstances beyond the student's control, the grade may be altered to WI. 	<p>Deputy Director</p>
	<p>3.1. Applications</p> <p>Applications must be in writing, to the Deputy Director (or nominee). The acceptable grounds for a WI application are:</p> <ul style="list-style-type: none"> • A serious medical condition necessitating hospitalisation; • Death of a person with whom the student had a significant relationship; • Death of the student; • Obligations to emergency or military service; or • Extreme circumstances of comparable gravity and severity. <p>A student may only apply for a WI either:</p> <ul style="list-style-type: none"> • <u>Prior to the finalisation of the unit grade</u>: if the student has been granted a deferred exam but has been unable to complete that exam due to extreme circumstances beyond the their control; or • <u>After the finalisation of the unit grade</u>: if the student has received an N or WN. Applications to have the grade altered to WI must be submitted within 20 working days of the date the grade was finalised. In exceptional circumstances, the Deputy Director may grant a longer period of time for students to submit the application. 	<p>Students</p>

	<p>3.2. Supporting Documentation</p> <p>Applications must include evidence that the circumstances affecting the student's ability to undertake or complete unit assessment were so extreme that undertaking or completing that assessment was impracticable and either:</p> <ul style="list-style-type: none"> • Arose during the withdrawn fail period or later in the trimester; or • Did not have their full impact until the commencement of the withdrawn fail period or later in the trimester, and this impact was not foreseeable earlier; or • Prevented the student from withdrawing from the unit prior to the commencement of the withdrawn fail period of the trimester. <p>Acceptable evidence includes:</p> <ul style="list-style-type: none"> • A death notice - where the circumstances include the death of a person with whom the student had a significant relationship, the student must provide evidence of the significance of that relationship. The timeframe in which the death occurred should be no more than three to seven days prior to the date of the final assessment task. In the case of extreme and ongoing grief, appropriate evidence is a document from the student's family doctor or counsellor that substantiates the claim; • Records of hospital admission; • Police reports; • Notifications of obligations to emergency or military services; and • An impact statement from an approved health professional as appropriate. 	Students
	<p>3.3. WI and Approved Deferred Exams</p> <p>If the application is for a unit in which the student was granted a deferred exam, the application must provide evidence that the circumstances resulting in failure to complete the deferred exam either:</p> <ul style="list-style-type: none"> • Occurred after the deferred exam was granted; or • Prevented the student from undertaking or completing the assessment in ways that could not have been foreseen when the deferred exam was granted. 	Students

Legislation and Standards	
Reference Policies and Supporting Documentation	<p> Assessment Policy Accommodation of Students with Strict Religious Observance. Examinations Diplomas Procedure Special Consideration Application Form (In-trimester Assessment) Special Consideration Application Form (Exams) Disability Support Services application form Diplomas Special Consideration Register Academic and Non-academic Complaints and Appeals Procedure </p>
Responsibility for Implementation	<p> Director, Diplomas Deputy Director, Diplomas Associate Directors, Diplomas Team Leaders/ Academic Manager, Diplomas Unit Leaders/ Subject Leaders/ Subject Coordinators Manager, Student Administration </p>
Status	<p>New</p>
Key Stakeholders	<p> Associate Directors, Diplomas Deputy Director, Diplomas Team Leaders/ Academic Manager, Diplomas Subject Coordinator, Diplomas Unit Leaders, Diplomas Learning Consultants, Diplomas Student Administration Education Coordinator Administrative Assistant Teachers Students </p>

Approval Body	Director, Diplomas Director, Governance
Date Effective	1/10/2018
Next Review Date	1/10/2021
Owner Job Title	Director, Diplomas Diplomas
Procedure Author	Manager, Quality and Process Improvement

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	17/08/2018	Director, Diplomas Director, Governance	Document created
1.1	04/06/2019	Governance	Hyperlinks removed; role titles updated.