

Policy Title

Special Consideration Diplomas Policy

Purpose

The purpose of Special Consideration is to give Diplomas students, whose work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond their control, a further opportunity to demonstrate their ability

Scope

This policy applies to Monash College Diplomas Melbourne (examination and non-examination tasks) and to Monash College Diplomas other locations (examinations only).

Policy Statement

A student whose work during a teaching period or whose performance in an examination or other assessment has been affected by acute illness or other exceptional causes beyond their control may apply when he/she:

- has been unable to attend a compulsory part of the course
- requires special consideration for part of, or for the whole teaching period for a unit of study
- requires special consideration for part of, or for the whole teaching period for all enrolled units of study.

The accepted exceptional causes are:

- serious illness or injury: e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. This does not include minor illnesses such as a mild cold.
- loss or bereavement: e.g. death of a close family member (parents or grandparents), family relationship breakdown.
- hardship/trauma: e.g. victim or crime, sudden loss of income or employment, severe disruption to domestic arrangements.
- religious reasons and the examination is scheduled on a religious holiday
- major political upheaval or natural disaster in the home country.

In addition, students are eligible to apply for special consideration if they are:

- demonstrating relevant obligations to military or jury service or service to emergency services such as the Country Fire Authority
- elite athletes registered with Monash Sport's elite athlete support program participating in a key event.

Students who have completed an in-trimester assessment task or sat the examination are not eligible for special consideration.

Students may not apply for special consideration for the same assessment task more than once.

Records Management

The Special Consideration Diplomas Policy is a Level 3 Policy. The latest approved version of the policy will be stored on the Policy Bank on the Monash College intranet.

The policy owner will maintain a record of issues relevant to the Special Considerations Diplomas Policy for consideration at the time of review.

Legislation and Standards

[National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 \(The National Code 2007\)](#)

[The Education Services for Overseas Students Act 2000 \(The ESOS Act 2000\)](#)

Reference Policies and Supporting Documentation	<u>Assessment Policy and Procedure</u> <u>Academic Progress and Intervention Diplomas Policy</u> <u>Academic Progress and Intervention Diplomas Procedure</u> <u>Academic And Non Academic Complaints and Appeals Policy</u> <u>Special Consideration Diplomas Procedure</u> <u>Special Consideration Application Form (In-trimester Assessment)</u> <u>Special Consideration Application Form (Final Examinations)</u>
Responsibility for Implementation	Director, Diplomas Manager Education Administration Teaching and Learning Team Leaders Academic Manager Learning Consultant Team Leader Learning Consultants Subject Coordinator Unit Coordinators
Status	Revised

Key Stakeholders	Board of Studies Board of Examiners, Diplomas Director, Diplomas Associate Directors, Diplomas Team Leaders/Academic Manager, Diplomas Subject Coordinator, Diplomas Unit Leaders, Diplomas Senior Education Administrator, Diplomas Student Administration Offshore Providers, Diplomas Teachers, Diplomas Students, Diplomas
Approval Body	Diplomas Policy and Procedure Working Group Diplomas Board of Studies 14 July 2016 Item 5.2
Date Effective	14/07/2016
Next Review Date	14/07/2019
Policy Owner Job Title Division	Director Diplomas
Policy Author	Manager, Quality Improvement Processes, Diplomas
Contact	Manager, Quality Improvement Processes, Diplomas
Policy Level	Level 3

Implementation plan

Update Policy Bank	Upload approved policy to the Policy Bank on the Monash College intranet.
Notify key stakeholders	Notify Diplomas stakeholders of finalised policy and location on Source.

Change history

Version number	Approval date	Approved by	Brief outline of changes
3.0	14/07/2016	Board of Studies	Removed procedure information and developed separate procedure document.
2.0	28/10/2014	Diplomas Policy and Procedure Steering Committee	New policy