

# SPECIAL CONSIDERATION

## WHAT IS A SPECIAL CONSIDERATION?

Special Consideration is an adjustment that your School at ECU can make to your overall Unit Result in the form of one of the following ways:

- Waiving a late penalty for one or more Assessment Tasks;
- An automatic reasonable adjustment of a Student's final Unit Grade, or
- Permission to submit an alternative assessment or replacement assessment.

Students can lodge a request for Special Consideration if they have experienced 'Exceptional Circumstances' that have impacted their ability to successfully complete an assessment task in a unit during the relevant teaching period.

### Important things to note:

- Special Consideration Requests must be lodged within 7 calendar days of your final examination date or the date your final assessment task for that unit was due.
- Late requests can be considered if Exceptional Circumstances impacted your ability to lodge the request in time.
- Special Consideration requests cannot be lodged after your unit's results have been released.
- You cannot lodge a Special Consideration Request if you have sat a Supplementary Exam



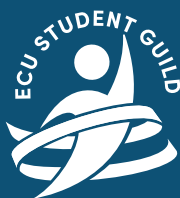
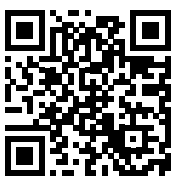
## WHAT ARE EXCEPTIONAL CIRCUMSTANCES?

Exceptional Circumstances are verifiable unexpected and/or exceptional personal or medical circumstances beyond the Student's control which:

- Have had a substantially detrimental effect on a Student's ability to participate in or study for an Assessment Task; and
- The Student did not have a reasonable opportunity to prepare for in advance of the relevant Teaching Period.

Examples include:

- An onset, or acute flare-up, of a medical or psychological condition, illness, or trauma;
- The death of, or an onset or acute flare-up of, a medical or psychological condition, illness, or trauma affecting, a close family member or friend;
- Recent separation or divorce from a de facto partner or spouse;
- Acute personal hardship or trauma, including being a victim of crime, sudden loss of income or employment resulting in severe disruption to domestic or study arrangements, or motor vehicle incidents preventing attendance;
- Military deployment, emergency service or jury duty commitments;
- Representation at a national or international level (inclusive of those who are participating in the University's Elite Athlete Program);
- Representation in significant cultural events (other than events such as weddings, birthday parties, bar mitzvahs, christenings, etc.); or
- Compulsory employment-related intrastate, interstate or overseas travel.





## WHAT IS NOT CONSIDERED AS EXCEPTIONAL CIRCUMSTANCES?

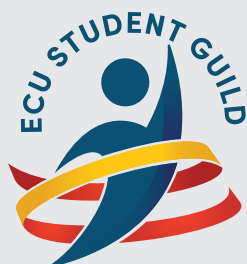
The following typically will not be considered as constituting Exceptional Circumstances:

- Routine employment;
- Lack of knowledge of the requirements of academic work;
- Difficulties with English language;
- Recreational or family travel;
- Moving house;
- Events such as weddings, birthday parties, bar mitzvahs, christenings, etc.;
- Misreading information in relation to an Assessment Task, such as submission or Examination dates;
- Normal stress or anxiety associated with examinations or coursework; or
- A matter which is already addressed as part of a Student's Learning and Assessment Plan.

**If you are ever in doubt, or need guild assistance, always book in with a Guild Advisory Officer for advice**

**[studentassist@ecuguild.org.au](mailto:studentassist@ecuguild.org.au)**

**[www.ecuguild.org.au](http://www.ecuguild.org.au)**



[www.ecuguild.org.au/bookings](http://www.ecuguild.org.au/bookings)

## HOW DO I LODGE A REQUEST?

Unlike other formal requests relating to assessments, there is no prescribed form for Special Consideration. To lodge a request you must email your Unit Coordinator and the Associate Dean of Teaching and Learning in your School (see ECU website) with the following information.

- **State you are requesting Special Consideration as per the Assessment, Examination and Moderation Procedures.**

Note, Special Consideration is different to a request for a deferred assessment or other processes, so must be stated clearly.

- **Outline the Exceptional Circumstances** (it can be more than one) that impacted your ability to successfully complete an assessment.

- **Attach any evidence you have to substantiate your request.**

For example, this could be a medical certificate, police report, or letter from national level sports body requesting your participation.

- **State which outcome you are seeking for Special Consideration:**

- ✓ Waiving a late penalty for one or more Assessment Tasks;
- ✓ An automatic reasonable adjustment of a Student's final Unit Grade, or
- ✓ Permission to submit an alternative assessment or replacement assessment.

Once the request has been lodged it will be up to the discretion of your Unit Coordinator and Associate Dean of Teaching and Learning to approve or reject your request. Their decision is final and cannot be appealed.

## HOW CAN THE GUILD HELP ME?

**The Guild's GAOs can provide advice and advocacy to support you with the Special Consideration process.**

Examples of how GAOs can assist include:

- Advice on whether you should consider applying for Special Consideration according to your individual circumstances.
- Advocating on your behalf in instances where ECU staff are not following the correct process.
- Advice on other options that are appropriate to your situation, such as a request for an Extension/Deferred exam, Complaint, Withdrawal Without Penalty application, Academic Progression Status Formal Review or support at a meeting with School staff.

**You can book in with a Guild Advisory Officer for an appointment online at [www.ecuguild.org.au/bookings](http://www.ecuguild.org.au/bookings) or email [studentassist@ecuguild.org.au](mailto:studentassist@ecuguild.org.au) with any questions.**