

# Special Consideration and Deferred Assessment Policy

V1.6 October 2024

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## 1. Introduction

This policy details the procedures to be followed when a student's performance in a piece of assessment has been compromised due to serious and exceptional circumstances beyond their control.

Students who are prevented from performing to the best of their ability in a particular piece of assessment, including a scheduled examination, due to serious and exceptional circumstances beyond their control may apply for special consideration.

Students who are prevented from sitting for assessment (including final examinations) at the scheduled time can apply for deferred assessment.

## 2. Special Consideration

Applications for Special Consideration will be accepted on medical grounds or under compassionate or compelling circumstances. Examples of such circumstances include:

- serious illness or psychological condition causing a hospital admission, a serious injury, severe asthma, severe anxiety or depression;
- loss or bereavement due to the death of a family member or a family relationship breakdown;
- hardship or trauma caused for example, by being a victim of crime or involved in a natural disaster.

Original documentary evidence from a registered practitioner and clearly stating the specific reason(s) for the application must be provided. The documentary evidence must be dated and cover the time period referred to in the application. Backdated medical certificates will not be accepted.

Applications for Special Consideration will be accepted on the Special Consideration Application form and must be submitted to La Trobe College Australia no more than 72 hours after the piece of assessment was due for submission or the test was sat.

For class tests, a student's application must be to their teacher. If a student wishes that the application be treated in confidence, an appointment can be made with the Student Counsellor. They will then make a recommendation to the relevant teacher/subject coordinator.

Special Consideration for an examination must be submitted with documentary evidence to: [info@latrobemelbourne.edu.au](mailto:info@latrobemelbourne.edu.au) (Melbourne Campus) and [studentservices-sydney@latrobe.edu.au](mailto:studentservices-sydney@latrobe.edu.au) (Sydney Campus).

## 3. Deferred Assessment (including final examinations)

Where a student has been prevented from sitting a scheduled assessment due to serious and exceptional circumstances beyond their control, the Special Consideration granted will take the form of a Deferred Assessment. Applications on the Special Consideration form must be submitted no more than 72 hours after the due date of the assessment.

Applications for deferred assessment during classes are determined by the subject coordinator.

Applications for deferred final examinations are determined by the Academic Review Committee. When a medical certificate is submitted as documentary evidence, the committee may verify the date and time of an appointment with the medical practitioner.

A student granted a deferred assessment in a class test, will usually sit the assessment in the first class following their return.

A student granted a Deferred Examination will be notified of the date, time and location of the examination in writing to their La Trobe College Australia email address.

Deferred examinations usually take place the week following the examination period.

A student who fails to sit a scheduled deferred examination in a subject forfeits their right to sit the examination.

#### **4. Irregular Applications**

If a student is unable to submit Special Consideration by the deadline, they (or their representative) must contact La Trobe College Australia by phone or email. This then becomes an irregular application.

Irregular applications will only be accepted in exceptional circumstance.

#### **5. Appeals**

Appeals to decisions on special consideration and deferred assessment should be made in accordance with the Student Grievance Policy which can be found at: <https://www.latrobecollegeaustralia.edu.au/policies-and-procedures>

|                             |                                                                                                                                   |                                                                            |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>         | Special Consideration and Deferred Assessment Policy                                                                              |                                                                            |
| <b>Policy Owners</b>        | Academic Director and Director of Studies                                                                                         |                                                                            |
| <b>Key Stakeholders</b>     | Academic Staff<br>Students                                                                                                        |                                                                            |
| <b>Approval Body</b>        | <b>Joint Management Committee</b>                                                                                                 | Agenda item 5<br>Approved on August 31 2011                                |
|                             | LTM Management Committee                                                                                                          | November 3 2011                                                            |
|                             | LTM Executive Committee                                                                                                           | April 14 2014                                                              |
|                             | LTM Executive Committee                                                                                                           | August 2 2017                                                              |
|                             | LTCA Executive Committee                                                                                                          | October 31 2018                                                            |
|                             | LTCA Executive Committee                                                                                                          | February 21 2019                                                           |
|                             | LTCA Senior Management Team                                                                                                       | 28/04/2022                                                                 |
|                             | LTCA Senior Management Team                                                                                                       | 14/10/2024                                                                 |
|                             |                                                                                                                                   |                                                                            |
| <b>Relevant Legislation</b> | The Education Services for Overseas Students Act 2000 (ESOS Act) and Standard 10 of the associated National Code of Practice 2018 |                                                                            |
| <b>Related Policies</b>     | Assessment Policy<br>Review of Marks Policy<br>Student Grievance Policy<br>Academic Integrity Policy                              |                                                                            |
| <b>Related Guidelines</b>   |                                                                                                                                   |                                                                            |
| <b>File information</b>     | <b>TBC</b>                                                                                                                        | <b>Version number V1.4</b>                                                 |
| <b>Date Effective</b>       | 28 April 2022                                                                                                                     | <b>Next Review Date</b> April 2024                                         |
| <b>AMENDMENT HISTORY</b>    |                                                                                                                                   |                                                                            |
| <b>Date</b>                 | <b>Version</b>                                                                                                                    | <b>Summary of Changes</b>                                                  |
| 13/8/18                     | 1.3                                                                                                                               | Name change to La Trobe College Australia (LTCA)                           |
| 13/2/19                     | 1.4                                                                                                                               | Merged separate Melbourne and Sydney policies into one policy.             |
| 28/4/22                     | 1.5                                                                                                                               | Updated email ID for submitting forms.                                     |
| 14/10/2024                  | 1.6                                                                                                                               | Reviewed process and confirmed updated wording within the policy document. |