

# Special Consideration Policy and Form

This form applies to students who wish to lodge a request for special consideration for a missed assessment or exam because of compassionate or compelling circumstances beyond their control that prevented them from completing a course assessment. This form should be read in conjunction with the following policies:

- Complaints & Appeals Policy
- Course Progression and Attendance Monitoring Policy
- Student Conduct Policy and Procedure

All Institute of Skills and Training Australia policies referenced in this document can be found on the student resources section of the Institute of Skills and Training Australia website.

## Eligibility for Special Consideration

If a student misses an assessment due to compassionate or compelling circumstances, they may be eligible for special consideration on the following grounds which may include, but not be limited to:

- Serious medical condition or injury
- Bereavement of a close family members such as parents, grandparents, siblings, children
- Major political unrest or natural disaster requiring immediate travel.
- A traumatic experience such as an accident, crime or being a witness to these experiences.
- Military service or jury service
- Severe disruption to domestic arrangements or homelessness
- Imprisonment

If a student completes an assessment task or sits an exam, they are not eligible for special consideration.

## The Application Process

A student wishing to lodge a request for special consideration must submit this 'Application for Special Consideration Form', which can be downloaded from the Student Resources page of the Institute of Skills and Training Australia website to the RTO office or emailed if unable to attend in person.

The form must be completed in full and attach one or more of the following documents in support of the application:

- Medical certificate from a medical professional, who is not family member.
- Letter of support from a social worker, lawyer or psychologist
- Death certificate or notice and evidence of family relationship.
- Police report
- Statutory declaration from relevant people to the circumstances
- Jury Service Notice or Notification from the Department of Defence, Department of Justice or Emergency Services
- Medical certificates and letters of support must meet the following criteria:
- Be issued by a registered practitioner or lawyer State the student is unfit for class and reasons why.
- State the length of time the student is unfit for class.
- Include contact details and date of consultation (circumstance)
- Be presented as original certificates and/or letters.

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The Institute of Skills and Training Australia RTO Manager will only consider an appeal application complete and eligible for assessment when all sections have been filled-in, the form signed, and the required supporting documentation attached. Incomplete application forms will not be accepted.

## Lodging the Application Form

You can lodge your completed application to the Institute of Skills and Training Australia office at the front desk of the campus.

Your completed application must be received by the RTO Manager within three working days of the missed assessment.

All applications for special consideration must be genuine and made with good intent. Submitting an application for special consideration to gain academic advantage is considered an act of academic misconduct and is subject to disciplinary action.

Institute of Skills and Training Australia will sign and return this front instructional sheet as proof of submission. It is recommended you take a copy of your completed application for your records. Institute of Skills and Training Australia is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

## Assessment & Notification of Outcome

On receipt of a completed application, the Institute of Skills and Training Australia Administration team will make assessment in accordance with the Institute of Skills and Training Australia Special Consideration Policy and Form and any associated policies and will consider the:

- Nature of the compassionate or compelling circumstances; and
- Timing of the circumstances with respect to the assessment

Institute of Skills and Training Australia will complete their assessment and advise their decision as follows:

1. Approve the application thereby granting special consideration and applying one of the following outcomes:
  - Extension of time
  - Alternative but equivalent form of assessment
  - Deferred assessment
2. Deny the application.

In all cases, Institute of Skills and Training Australia will provide a written notification advising the decision and outcome of all applications for special consideration. Where the application is denied, the student will also be advised of the reasons for the decision and their right to appeal.

The notification will be sent by email within five working days of the receipt of your completed application. It is your responsibility to check your email account. It is vital that you are aware of the decision in the event a new time or assessment task has been assigned because of special consideration being granted.

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## Privacy Statement

Institute of Skills and Training Australia is committed to the protection of privacy in accordance with the Privacy Act 1988. Institute of Skills and Training Australia collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet Government, legal and regulatory compliance requirements of Institute of Skills and Training Australia as a vocational education and training provider.

For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

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## Application for Special Consideration Form

This form applies to students who wish to lodge a request for special consideration for a missed assessment because of compassionate or compelling circumstances beyond their control.

### Personal Details

Student ID:

Title:

Given Name:

Family Name:

Address:

Email:

Contact Number:

Date of Birth:

### Course Details

Course Name:

### Request Details

*What is your reason for requesting special consideration? (Please be specific and attach any additional pages required)*

*If special consideration is granted, what is the outcome that you are seeking?*

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## Student Declaration:

Have you attached the relevant supporting documentation (refer to the instruction sheet to this form for attachment requirements):

- Medical certificate
- Letter of support from a medical professional social worker, lawyer or psychologist, who is not a family member.
- Death notice or certificate and evidence of family relationship
- Police report
- Jury summons notice
- Notification from the Department of Defence, Department of Justice or Emergency Services Statutory declaration from relevant persons to the circumstances

***Please note your application will not be deemed complete or assessed until at least one of these documents is attached.***

I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and as published in the Institute of Skills and Training Australia Student Resources page on the Institute of Skills and Training Australia website.

X

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Student Signature

**Date:**

X

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RTO Representative Approval

**Date:**