



# Special Consideration Policy

## IHE

### 1. PURPOSE OF POLICY

This policy provides the process and criteria of applying for Special Consideration for assessments and the possible outcomes of a successful application.

### 2. POLICY SCOPE & PRINCIPLES

The policy applies to the education programs offered by the College as an IHE (Institute of Higher Education).

The policy does not apply to individuals seeking adjustment to exam conditions due to existing medical condition or religious reasons (see reasonable adjustment and religious observance policies).

### 3. DEFINITIONS / KEY WORDS / ABBREVIATIONS

### 4. POLICY STATEMENT

#### WHAT IS SPECIAL CONSIDERATION?

Special consideration of a candidate's performance in an Assessment is only given in **exceptional** circumstances. It may be granted to individuals when there are recent circumstances (within the last 3 months of the assessment date) beyond their control that may impact on their performance in the assessment. Circumstances may include, but not be limited to:

- Serious injury or illness prior to or on the day of the examination/assessment
- Serious accidents or recent bereavement of an immediate family member, occurring near or around the examination
- Trauma associated with a recent event
- Recent natural disasters
- Events that occur during an exam (e.g. blackouts, evacuation)

Notwithstanding that a request for special consideration may have been made, candidates who are capable of completing an assessment are generally recommended to do so.

#### When is special consideration not applicable?

Circumstances where special consideration will not be applied include:

- Minor illness or medical conditions on or before the day of the examination/assessment
- Ordinary or expected stress or anxiety associated with an examination/assessment
- Work commitments

- Errors in timing in getting to an examination venue or difficulties finding an examination venue, or arriving late to an examination venue
- Optional commitments of a personal or social nature
- Pre-existing non-acute illness or condition of self or family member (see Reasonable Adjustment and/or Withdrawal Policy)
- Religious observance obligations (see related policy)

## **APPLICATION PROCESS**

Individuals must apply for special consideration using the Special Consideration form available in this policy. All relevant documentation should be presented with the application. Students are encouraged to speak with relevant support persons to assist in any applications (e.g. Wellbeing and Engagement officers).

Applications should be submitted prior to the assessment. Where an event occurred on the day of the assessment or 5 days preceding, an application should be received within 48 hours after the assessment. Applications submitted outside of these timeframes this will be considered on a case by case basis.

Application for Special Consideration will be acknowledged via email within 2 business days of submission to College. The Application will then be forwarded to the Academic Standards Committee (ASC) for review and determination.

Where no further information is requested by the ASC, individuals will receive email notification of the outcome within 21 days of submission, or as soon as is practical. Where further information is requested by the ASC, individuals will receive notification of the outcome within 21 days of receipt of the additional information. The individual will have 5 days to confirm receipt and acceptance of the outcome.

### **Supporting documentation**

Candidates requesting special consideration are required to submit detailed and thorough supporting and/or clarifying information and documentation to support their application. This may include:

- Recent Medical certificates that clearly outline the condition/situation and time frames should be submitted from the treating physician and/or specialist. In cases where it might be expected that there could be changes in the way the candidate is affected by the difficulty (e.g. exacerbation of current condition, newly diagnosed condition), College will require all recent relevant documentation of such assessments/consultations performed.
- Relevant reports relating to a family member or partner must be submitted as evidence, and should include the written consent of the individual concerned
- Death notices
- Letters from other relevant professionals (e.g. police)
- Statutory declarations

Applications will not be considered without relevant supporting documentation.

## Late Applications

The College is not obliged to consider or respond to any requests made outside the time limits prescribed in this policy.

## POSSIBLE OUTCOMES FOR SPECIAL CONSIDERATION

If Special Consideration is granted, outcomes will be determined on a case by case basis, and may result in, for example:

- the examination attempted not being counted
- a refund of a portion of the fees
- extension of time for the due date of the assessment
- variation for determination of grade

## RECONSIDERATION, REVIEW AND APPEAL

If an individual wishes to appeal the decision of their request for special consideration, they must do so in accordance with the College's Reconsideration, Review and Appeals process.



# Special Consideration Form

Before completing this form please read the College [Special Consideration policy](#) available on the college website. Applications must be submitted to [admin@dermcoll.edu.au](mailto:admin@dermcoll.edu.au) with the following subject line: Application for Special Consideration.

Title	First Name	Surname

Email	Phone	Mobile

Please select the assessment your application relates to:

- Training Program: Fellowship Exam (June)  
 Training Program: Fellowship Vivas (July/August)

Date of exam/assessment	State

Reason for applying for Special Consideration

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All applications for special consideration must be accompanied by appropriate supporting documentation as per the Special Consideration Policy.

**Declaration:**

- I certify that the information I have provided in and with this application is correct and complete and that providing false or misleading information will be handled in accordance with the Academic Misconduct Policy.
- I have included all relevant supporting documentation
- I have read the College Special Consideration Policy.
- I hereby authorise the College to contact professional authorities and any party named in support of my application for special consideration for the purpose of verifying any information I have supplied.

Signature:

Date:

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**5. CONTROL REQUIREMENTS**

Policy Number	IHE032
Approval Authority	Board of Directors
Responsible Officer	CEO
Designated Officer	CEO
First approved	December 2022
Effective Start date	December 2022
Review date	December 2024

**HISTORY**

Version	Date	Summary of changes
V1.0	January 2019	Revision
V2.0	January 2023	Revision

**RELATED DOCUMENTS**