

## Special Consideration Policy

In line with ACT BSSS policy the college policy on Special Consideration is reproduced below. It should be noted that the aim is to ensure that a student is neither disadvantaged nor advantaged by using this policy. There are two categories: illness and personal trauma that would have affected performance adversely and advance notification of an approved absence that would have affected performance adversely. The latter would commonly be significant sporting representation or cultural representation.

### What is Special Consideration?

Special consideration in assessment is any consideration given to a student whose performance or ability to meet the requirements of one or more assessment items has been affected by one or more of the following:

- illness, personal or family trauma for which written evidence (must be medical certificate or letter from the College Counsellor) has been provided and which clearly demonstrates that the said illness, trauma would have adversely affected performance.
- approved absence as a representative at an ACT or national activity (e.g. cultural, sport) for which written approval has been granted in advance by the Principal and for which written evidence (must be from approved person e.g. coach or organiser of event) has been provided ahead of the activity and which clearly demonstrates that participation in the said activity would adversely affect overall performance in a unit.

Special consideration is based on the student's performance in the unit relative to other students studying the unit. The student must have completed an acceptable proportion of the assessment for the unit.

### How do students apply for Special consideration?

A student seeking special consideration must complete an "Application for Special Consideration" form (available from Student Services and reproduced here). The form must be completed and submitted with a medical certificate or other written evidence which clearly demonstrates that the said illness, trauma, approved absence would have adversely affected performance and submitted to the Executive Teacher, Student Services noting that in approved absences only advance notification will be accepted.

The Executive Teacher, Student Services (in consultation with the Principal or Deputy Principal) will decide if special consideration is approved. Following this, each Executive Teacher will be responsible for applying special consideration in their faculty.

Special consideration may take one or more of the following forms where illness or trauma is the cause:

- granting an extension for submission of an assessment item or allowing a student to complete a test at some time other than that set for the rest of the class.
- exempting a student from an assessment item.
- allowing the student to submit an alternative assessment item where, because of illness or trauma, the student had been unable to successfully complete/submit an item.
- awarding a grade of "status" for the unit if no assessment is possible.

Special consideration will take the following form where **approved absence** is the cause:

- completion of an alternative assessment task at the discretion of the teacher/Executive Teacher.
- granting an extension for submission of an assessment item or allowing a student to complete a test at some time other than that set for the rest of the class.

Details of the application of Special Consideration should be recorded by the teacher on the unit spreadsheet. Students will be granted access to this information on request. **Students are advised to check that Special Consideration has occurred during and at the completion of the course unit.**

### Appeals on special consideration

If a student is not satisfied with the outcome of his/her application for Special Consideration, an appeal may be lodged in writing, with the Deputy Principal within 3 college days of notification of the outcome of application.