

<p>Goulburn Ovens Institute of TAFE Procedure no. E2-P3 Refer Training and Assessment Policy Document no. E2 <small>(Copy on Web Site)</small></p>	<p>Title: Assessment Special Consideration Procedure Board of Studies approved: 12/12/2001 <i>Reviewed: 21/02/2012, 15/5/2012, 29/08/2013, 2/10/2013, 21/11/2013, 20/06/2014, 28/04/2016</i></p> <p><i>Responsible Officer: Manager Education Assurance</i> <i>Authorising Officer: Exec Manager Business Transformation</i> <i>Review: Biennial (1st October 2018)</i></p>
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ASSESSMENT SPECIAL CONSIDERATION PROCEDURE

1. PURPOSE

- To describe the circumstances in which special consideration for students undertaking assessment may be granted.
- To describe the responsibilities and tasks of students and staff when an application for assessment special consideration is undertaken.

2. SCOPE

This procedure applies to all courses, or components of courses, listed on the Goulburn Ovens Institute of TAFE's Scope of Registration. It applies to all forms of, and purposes for, assessment.

3. DEFINITIONS

Assessment Special Consideration is the formal process to deal with an application by a student in which he/she claims to be disadvantaged by an assessment, for example, due to a disability or an illness. It does not deal with a dispute concerned with the marks or grading given as a result of an assessment process.

4. PROCEDURE - Assessment Special consideration

4.1 General

- 4.1.1 The Assessment Special Consideration procedure is intended to provide educational support and alternative forms of assessment for a student who considers himself/herself to be disadvantaged. This might include a lack of familiarity with the English language. Students should advise the relevant teaching area of pre-existing disabilities and may be eligible for **reasonable adjustment**. Contact the Disability Liaison Officer for further information.
- 4.1.2 A student should apply to the Commercial Manager for Special Consideration if he/she claims to be disadvantaged in any form of assessment. The application should detail the grounds for the application and provide, where possible, documentary evidence in support of claims to be academically disadvantaged. The Commercial Manager will forward a copy of this application to the Registrar.

- 4.1.3 Provided the Special Consideration application is approved by the Commercial Manager, a student may be given permission by the Commercial Manager to use approved facilities and assistance, as advised by the Disability Liaison Officer, during the assessment which ensures that the candidate is not disadvantaged relative to others.

4.2 Eligibility for Assessment Special Consideration

A student may apply for Assessment Special Consideration on any of the following grounds:

- 4.2.1 Illness prior to or during the assessment period or event.
- 4.2.2 Illness suffered during the year.
- 4.2.3 Any sight, hearing, physical or psychological impairment that affects detrimentally the mobility or functioning of a student. A disability may be of a temporary or permanent nature.
- 4.2.4 Suffering of serious hardship prior to or during the assessment; for example, bereavement, illness in the family, accident etc.
- 4.2.5 Mistakes contained in any written aspect of an assessment task, which were not communicated to the student.
- 4.2.6 Lack of familiarity with the English language, where English is the second language of the student.
- 4.2.7 Absence from assessment as a result of illness, or other serious and unforeseen cause.

4.3 Procedure for Assessment Special Consideration

- 4.3.1 Students are required to complete and lodge their *Application for assessment special consideration form* [FLA-58] together with supporting documentation, with the Commercial Manager responsible for the course
- not less than ten (10) working days prior to the due date of assessment in the case of a pre-existing condition, or
 - within two (2) working days after the date of the assessment in unforeseen conditions.
- 4.3.2 The Commercial Manager will establish procedures to enable applications for Assessment Special Consideration to be heard normally within five (5) working days of receipt of the application. This should include consultation with an Institute Counsellor, Disability Liaison Officer or Student Services Officer.
- 4.3.3 In the case of service modules (ie modules taught by another department), the *Application for assessment special consideration form* will be forwarded to the Commercial Manager responsible for the course.
- 4.3.4 The decision of the Commercial Manager and the outcome of an application, together with the rationale and reasons for the decision, will be forwarded to the student and the Registrar within (3) three working days of the decision being made.

- 4.3.5 On receipt of the notification of the outcome of an Assessment Special Consideration application, the student may appeal in writing to the Chairperson of the Innovation, Learning and Quality Committee by writing to the Registrar within five (5) working days of notification of the decision.

4.4 Assessment Special Consideration Outcomes

The Assessment Special Consideration may entitle the student to the following:

- Special assessment/Retest
- Oral assessment
- Extension of writing/reading time
- Variation to means of assessment
- Other means as agreed

5. DOCUMENTATION

- [Application for assessment special consideration form \[FLA-58\]](#)