

# SPECIAL CONSIDERATION SUPPORTING EVIDENCE SCHEDULE

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## 1 PURPOSE

This Schedule provides guidance to professional and academic staff engaged in the process of determining whether a student's circumstances affecting assessment should be regarded as being *unexpected, serious and unavoidable* under the Special Consideration Policy.

It also establishes minimum standards in regard to the documentary evidence required to substantiate such cases.

## 2 SCHEDULE

Under the Special Consideration Policy the University deems circumstances to be **serious and unavoidable** if these arises from a set of circumstances that:

- could not have reasonably been anticipated, avoided or guarded against by the student; and
- were beyond the student's control; and
- caused substantial disruption to the student's capacity for undertaking assessment for the unit(s); and
- occurred during an event critical study period and was at least **three (3)** consecutive days duration or a total of 5 days within the teaching period, and / or
- prevented completion of an assessment task scheduled for a specific date (e.g. final examination, in class test/quiz, in class presentation).

The University does not regard conditions or circumstances that exist prior to commencing a unit of study as being *unexpected, serious and unavoidable*, except in the event of unanticipated deterioration of that condition or circumstance.

However, the University does provide for the ongoing support of students who experience acute adverse conditions, circumstances or disabilities. This planned support may be sought by contacting Student Wellbeing.

Special Consideration applications that seek to document short-term, *unexpected, serious and unavoidable* circumstances affecting assessment must be supported by specific evidence as described below.

### **General Evidence Requirements:**

*Evidence must demonstrate that substantial disruption has been caused to the student's capacity for effective study during an event critical study period and include:*

The evidence must:

- identify the circumstances;
- include dates and/or the length of the circumstances;
- explain the severity and impact of the circumstances;
- clearly describe how the circumstances have adversely affected the student's capacity for effective study to which an assessment relates
- include the date(s) on which the student was seen by the professional providing the evidence

<b>Unexpected, serious and unavoidable circumstances</b> (Short Term/ one-off circumstances)	<b>Evidence</b> (Appropriate Supporting Documentation)
<b>1. Short-term illness</b>	<ul style="list-style-type: none"> <li>• Medical Certificate or</li> <li>• Professional Authority Form</li> </ul>
<b>2. Hardship or trauma</b> <ul style="list-style-type: none"> <li>• Sudden change in domestic arrangements: e.g. eviction, homelessness and serious financial difficulties</li> <li>• Bereavement</li> <li>• Victims of crime</li> <li>• Unexpected Carer responsibilities</li> <li>• Unexpected events or accidents</li> <li>• Unexpected financial difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Declaration or</li> <li>• Medical Certificate or</li> <li>• Professional Authority Form –stating how the student was affected or</li> <li>• Official letter from relevant source/authority</li> </ul> <p><i>NOTE: for instances affecting a student more than one month after the trauma, supporting documentation must be supplied by a registered health professional* or via a Professional Authority Form.</i></p>
<b>3. Death of a relative/close friend</b>	<ul style="list-style-type: none"> <li>• Statutory Declaration - stating the relationship to the student or</li> <li>• Medical Certificate or</li> <li>• Professional Authority Form – stating how this student was affected or</li> <li>• Death Notice/Certificate</li> </ul> <p><i>NOTE: for circumstances affecting the student more than one month after the death, supporting documentation must be supplied by a <b>registered health professional*</b> or via a Professional Authority Form.</i></p>
<b>4. Unavoidable commitments</b> <ul style="list-style-type: none"> <li>• Weddings</li> <li>• Funerals</li> <li>• Religious commitments</li> <li>• Unexpected changes to work schedules</li> <li>• Unavoidable medical appointments</li> <li>• Court dates/Jury Duty</li> </ul>	<ul style="list-style-type: none"> <li>• Wedding invitations accompanied by a Statutory Declaration or</li> <li>• Letter from religious leader/Elder or</li> <li>• Letter from employer – stating why the student cannot be released from these unexpected work commitments or</li> <li>• Letter from doctor/medical certificate or</li> <li>• Letter confirming your attendance to Jury Duty/ court date</li> </ul>

<b>5. Exacerbation of ongoing illness</b>	<ul style="list-style-type: none"> <li>• Medical Certificate or</li> <li>• Professional Authority Form supporting exacerbation</li> </ul>
<b>6. Elite athletes or Performers</b> <ul style="list-style-type: none"> <li>• Students who are part of the Macquarie Elite Program</li> <li>• Competition dates</li> </ul>	<ul style="list-style-type: none"> <li>• Official letter from the Macquarie Elite Athlete Program supporting increased training commitments/ competition</li> </ul>
<b>7. Army Reservists/SES commitments and Volunteer Firefighters</b> <ul style="list-style-type: none"> <li>• Unavoidable training commitments</li> </ul>	<ul style="list-style-type: none"> <li>• An official training notice from organiser explaining why attendance is required or</li> <li>• Statutory Declaration</li> </ul>
<p><b>*A registered health professional</b> registered with a National Board of Australia that is accredited by the Australian Health Practitioner Regulation Agency (AHPRA):</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander Health Practice</li> <li>• Chinese Medicine</li> <li>• Chiropractic</li> <li>• Dental</li> <li>• Medical</li> <li>• Medical Radiation Practice</li> <li>• Nursing and Midwifery</li> <li>• Occupational Therapy</li> <li>• Optometry</li> <li>• Osteopathy</li> <li>• Pharmacy</li> <li>• Physiotherapy</li> <li>• Podiatry</li> <li>• Psychology</li> <li>• Social workers</li> </ul>	
<p>The following are <i>not</i> considered unexpected, serious and unavoidable circumstances requiring Special Consideration:</p> <ul style="list-style-type: none"> <li>• Reading the Unit Guide incorrectly</li> <li>• Attending events such as: <ul style="list-style-type: none"> <li>○ Concerts</li> <li>○ Talk shows</li> <li>○ Sporting events</li> <li>○ Protests</li> </ul> </li> <li>• Pre booked holidays</li> <li>• Routine employment</li> <li>• Internet outage or computer failure (certain exceptions apply, e.g. in prison/ remote or rural students)</li> <li>• Heavy academic work load</li> <li>• Misreading the examination timetable</li> <li>• Professional Experience - organised by the student independently</li> <li>• Other events or activities not related to current employment or studies,</li> </ul>	

- and
- Students registered with Student Wellbeing with long term circumstances such as:
  - Chronic illness/disability
  - Students with carer status

### 3 NOTES

3.1	Contact Officer	Director Student Administration
3.2	Implementation Officer	Registrar
3.3	Approval Authority / Authorities	Academic Senate
3.4	Date Approved	5 Sept 2017 – Resolution 17/84
3.5	Date of Commencement	Session 3 (4 December) 2017
3.6	Date for Review	September 2020
3.7	Documents Superseded by this Schedule	Disruption to Studies Supporting Evidence Schedule approved by Academic Senate 12 November 2013 and University Council 5 December 2013
3.8	Amendment History	<p>1 January 2021 – amendments to Special Consideration Procedure and Supporting Evidence Schedule in accordance with Academic Senate Resolution (20/97); removal of emergency amendments introduced in response to the COVID-19 pandemic.</p> <p>23 April 2020 - Amendment to note COVID-19 exceptions apply to internet outage or computer failure, approved by Executive Action of the Chair of Academic Senate. Executive Action decision ratified by Academic Senate 28 May 2020 (Resolution 20/59).</p> <p>9 April 2020 - Amendment to Special Consideration Procedure and Supporting Evidence Schedule in response to COVID-19 Pandemic per Academic Senate Resolution 20/21.</p> <p>31 May 2019 – Minor Amendment: references to ‘Campus Wellbeing’ updated to ‘Student Wellbeing’.</p> <p>9 May 2019 - Contact Officer updated from 'Head of Student Administration' to 'Director Student Administration'</p> <p>16 October 2018 - Implementation Officer changed from PVC (Students) to Registrar</p>
3.9	Policy Authorisation	Special Consideration Policy