

SPECIAL CONSIDERATION SUPPORTING EVIDENCE SCHEDULE

1 PURPOSE

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

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

2 SCHEDULE

Under the Special Consideration Policy, short-term circumstances or events that are serious, unavoidable, and significantly disruptive are those that:

- could not have reasonably been 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 were 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).

Short-term circumstances or events that are serious, unavoidable and significantly disruptive may be unexpected in nature, including personal, social or domestic issues such as illness (either physical or psychological), accident, injury, societal demands (e.g. jury service), bereavement, family breakdown, or may be anticipated, but significantly affect the student's capacity for undertaking assessment for the unit(s), such as religious commitments, legal commitments, work commitments that cannot be changed, caring commitments.

All applications for Special Consideration must be supported by 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 must:

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

Specific Evidence Requirements:

In addition to the above general evidence requirements, the following points apply when a Statement of Fact (SoF) is used as supporting evidence:

- A SoF can be used for event categories outlined in the Schedule of Evidence if the event duration is **5 days** or fewer. If the duration is beyond **5 days**, the application will require other appropriate/independent documentation forms.
- SoF cannot be used to apply for multiple applications for special consideration for the same assessment task. Further documentation of an appropriate nature will be required which will provide independent corroboration of event and duration e.g., Medical Certificate for an illness.

Short-term circumstances or events that are serious, unavoidable and significantly disruptive	Evidence (Appropriate Supporting Documentation)
1. Short-term illness	• Medical Certificate or • Professional Authority Form or • a Statement of Fact.
2. Difficult personal circumstances • Sudden change in, or severe disruption to, domestic arrangements: e.g. eviction, homelessness and serious financial difficulties • Bereavement • Victims of crime • Accidents causing injury or trauma • Unexpected Carer responsibilities • Unexpected financial difficulties • Natural disasters (e.g. fire, floods, earthquakes) • Domestic or family violence • Abuse, e.g. an abusive incident, leaving an abusive situation • Traumatic experience, e.g. witnessing or being the victim of a serious crime such as sexual harm or assault, or witnessing or being involved in a serious accident • Family or relationship breakdown, e.g. divorce, separation • Internet outage/computer failure for students living in remote areas or incarcerated students	• Statutory Declaration or • Medical Certificate or • Professional Authority Form –stating how the student was affected or • Official letter from relevant source/authority or • a Statement of Fact.
3. Death of a relative/close friend	• Statutory Declaration - stating the relationship to the student or • Medical Certificate or • Professional Authority Form – stating how this student was affected or • Death Notice/Certificate or • a Statement of Fact.

4. Unavoidable commitments • Weddings • Funerals • Significant Religious commitments • Unexpected work commitments that cannot be changed • Unavoidable medical appointments • Court dates/Jury Duty	• Wedding invitations accompanied by a Statutory Declaration or • Letter from religious leader/Elder or • Letter from employer – stating why the student cannot be released from these work commitments or the work commitments cannot be changed or • Letter from doctor/medical certificate or • Letter confirming attendance at Jury Duty/ court date or • a Statement of Fact.
5. Exacerbation of ongoing illness	• Medical Certificate or • Professional Authority Form supporting exacerbation or • a Statement of Fact.
6. Elite athletes or Performers • Students who are part of the Macquarie Elite Program or who participate in State level (or higher) competition • Competition dates that clash with assessment dates	• Official letter from the appropriate organisational body supporting increased training commitments/competition.
7. Army Reservists/SES commitments and Volunteer Firefighters/emergency volunteers • Unavoidable training commitments or required to participate in their field.	• An official training notice from organiser explaining why attendance is required or • Statutory Declaration or • a Statement of Fact.
*A registered health professional registered with a National Board of Australia that is accredited by the Australian Health Practitioner Regulation Agency (AHPRA): • Aboriginal and Torres Strait Islander Health Practice • Chinese Medicine • Chiropractic • Dental • Medical • Medical Radiation Practice • Nursing and Midwifery • Occupational Therapy • Optometry • Osteopathy • Pharmacy • Physiotherapy • Podiatry • Psychology • Social workers	

The following are *not* considered short-term circumstances or events that are serious, unavoidable and significantly disruptive requiring Special Consideration:

- Reading the Unit Guide incorrectly
- Attending events such as:
 - Concerts
 - Talk shows
 - Sporting events
 - Protests
- Pre booked holidays
- Routine employment
- Internet outage or computer failure (certain exceptions apply, e.g. in prison/ remote or rural students)
- Heavy academic workload
- Misreading the examination timetable
- Professional Experience - organised by the student independently
- Other events or activities not related to current employment or studies, and
- Students registered with Student Wellbeing with long term circumstances such as:
 - Chronic illness/disability
 - Students with carer status.

3 STATUS AND DETAILS

3.1	Status	Approved
3.2	Effective Date	27 July 2023
3.3	Review Date	25 July 2026
3.4	Approval Authority	Academic Senate
3.5	Approval Date	25 July 2023
3.6	Expiry Date	Not Applicable
3.7	Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
3.8	Responsible Officer	Leanne Piggott Pro Vice-Chancellor (Dean of Students)
3.9	Enquiries Contact	Ellen Whitehead Manager, Examinations & Assessment Support +61 2 9850 7353
3.10	Documents Superseded by this Schedule	Disruption to Studies Supporting Evidence Schedule approved by Academic Senate 5 September 2017 (Res 17/84).
3.11	Amendment History	25 July 2023 – Academic Senate approval of amendments to the Special Consideration Supporting Evidence Schedule with immediate effect (Res AS23/63). 24 May 2022 – Academic Senate approval of amended Special Consideration Policy, Special Consideration Procedure, and Supporting Evidence Schedule, with effect from 25 July 2022 (AS 22/40).
3.12	Relevant Policy	Special Consideration Policy

Circumstance Type of Evidence	Short term illness	Difficult personal circumstances	Death of a relative/close friend	Unavoidable commitments	Exacerbation of ongoing illness	Elite Athletes or Performers	Army Reservists/SES/Volunteer Firefighters/Emergency volunteer commitments
#Statement of Fact	✓	✓	✓	✓	✓		✓
Medical Certificate/ Professional Authority Form	✓	✓	✓	✓	✓		
Statutory Declaration		✓	✓				✓
*Official Letter from relevant source /authority		✓		✓		✓	✓
Death Notice/Certificate			✓				

Statement of fact can only be used for only for circumstances of 5 days or fewer and cannot be used when applying for special consideration after submission of an assessment or undertaking an examination or timed assessment

*Official letter for unavoidable commitments depend on circumstances. For example; significant religious commitments would require a letter from a religious leader or elder, a Court date or Jury Duty would require a letter confirming the date of attendance at court.