

SPECIAL CONSIDERATION OUTCOMES SCHEDULE

1 PURPOSE

To detail the Special Consideration outcomes that can be granted for short-term, unexpected, serious, and unavoidable circumstances affecting assessment that have met the criteria set out in the Special Consideration Policy / Procedure.

2 SCHEDULE

NOTE: In accordance with the Special Consideration Procedure, to be eligible for Special Consideration a student must notify the University of a serious and unavoidable circumstance no later than **five (5)** working days after the assessment task due date, examination or test date. All Special Consideration applications must be lodged online via the University's [Ask MQ](#) system and must include supporting documentary evidence.

Assessment	Duration of adverse circumstances		
	1 – 3 Days	4 –7 Days	8-15* Days
Required Attendance (tutorial, practical, lecture, class)	Waived or alternate/additional task depending on % and/or compulsory status		
Participation (tutorial, practical, lecture, class)	Waived or alternate/additional task depending on % and/or compulsory status		
Assignment, Essay, Report, Proposal, Literature Review,	Extension dependent on % and length of circumstance	General limits for extensions up to 2 weeks before escalation to Unit Convenor (UC)	
Practical Project	Extension dependent on % and length of circumstance	General limits for extensions up to 2 weeks before escalation to UC	
Online Quiz	Adjusted weighting or alternative/supplementary test		
Online Discussion/Participation	Waived, extension or alternate/additional task depending on % and/or compulsory status	General limits for extensions up to 2 weeks before escalation to UC	
In-class assessments other than mid-session test: e.g. practical worksheets, class presentations, quizzes	Adjusted weighting or alternative/supplementary test		

Mid-Session Test & Final Examination	Make up examination/test or weighting change to assessment for mid-session examination		
Supplementary Mid-Session Test & Final Examination	Make up examination/test or alternative task (escalated as needed to Unit Convenor)		
Presentations Individual and Group	Always goes to Tutor or Unit Convenor		
Case Studies Individual and Group	Extension dependent on % and length of circumstance	General limits for extensions up to 2 weeks before escalation to UC	
Laboratory Practical Sessions	Always goes to Tutor or Unit Convenor		
Take Home Examinations	Always goes to Tutor or Unit Convenor		
Journals and reflections	Extension dependent on % and length of circumstance	General limits for extensions up to 2 weeks before escalation to UC	
MUIC Extension Activities	Extension dependent on % and length of circumstance	Limit of extension up to 10 days before escalation to UC	
<p>* Greater than 15 day extension will be discussed with UC and course/program or academic advisor/director. Student may be referred to Student Wellbeing for reasonable adjustment or the student may be advised to consider applying for Withdrawal Without Academic Penalty. <i>Note – In accordance with the Curriculum Architecture Policy, from 1 January 2020 ‘programs’ are known as ‘courses’.</i></p>			

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 Outcomes Schedule approved 15 December 2015
3.8	Amendment History	17 January 2020 – Inclusion of terminology change from ‘program’ to ‘course’ in accordance with Curriculum Architecture Policy . 31 May 2019 – Minor Amendment: reference to ‘Campus Wellbeing’ updated to ‘Student Wellbeing’.

		9 May 2019 - Contact Officer updated from 'Head of Student Administration' to 'Director Student Administration' 16 October 2018 - Implementation Officer changed from PVC (Students) to Registrar
3.9	Policy Authorisation	Special Consideration Policy