Special Consideration Policy and Procedure

Supporting plans, policies and procedures	• Academic Integrity Policy and Procedure • Academic Assessment and Moderation Policy and Procedure • Academic Progress and Students at Risk Policy and Procedure • Admissions and Enrolment Policy and Procedure • Assessment and Moderation Policy and Procedure • Credit and RPL Policy and Procedure • Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework and Policy • Learning and Teaching Policy • Records and Information Management Policy and Procedure • Recruitment and Selection Policy and Procedure • Student Complaints and Appeals Policy and Procedure • Student Handbook • Student Orientation Policy and Procedure
Related legislation and references	• Higher Education Standards Framework (Threshold Standards) 2021 • *Tertiary Education Quality and Standards Agency (TEQSA) Act 2011* • National Code of Practice for Providers of Education and Training to Overseas Students 2017
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Approved by	Academic Board
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Document review	This document is to be reviewed at least every 3 years from the date of final approval.

Version	Review Date and Person/Body	Notes
1.0	Draft prepared	New Policy
1.1	Final document provided to the Academic Board on 06122023	
1.2	Approved by the Academic Board on 16 December 2025	The most significant changes is a more detailed specification of the procedure leading to the granting of special consideration.
1.3	Approved by the Academic Board 18/2/26 ABMO23	Minor amendments to improve clarity

Background and Scope

This policy and procedure outlines the process for obtaining special consideration regarding assessments, including assignments, class tests or quizzes, final examinations and practicals. It provides support for students whose participation in an assessment task of any type has been significantly hampered by exceptional or unforeseen circumstances beyond their control.

Special consideration in the process of admission and enrolment may be applied proactively to students who satisfy the definition of Aboriginal and Torres Strait Islander under *the Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Policy and Procedure.*

Through the timely granting of special consideration, MIHE aims to support students and facilitate completion of their degrees consistent with the aims of the *Academic Progress and Students at Risk Policy and Procedure*. This document should be read in conjunction with other policies and procedures, particularly the *Academic Assessment and Moderation Policy and Procedure*.

Definitions

Special Consideration	The process of a student applying for alternative assessment or consideration when they can demonstrate that a situation or circumstance beyond their control will impact or has impacted their assessment performance. Special consideration will only be granted following a careful examination of all the evidence provided by the applicant. It may also be applied proactively in the case of students identifying as Aboriginal and Torres Strait Islanders.
Compelling or compassionate circumstances	These are generally circumstances that are unforeseen, beyond the student's control, and have an adverse impact on their progress or well-being during their course. Most commonly, these are: • **Medical:** A serious illness or injury where a medical certificate states that the student cannot participate in the examination or submit the assessment. • **Compassionate**: The student faces an unforeseen situation such as the death of a close relative, e.g. a parent or grandparent.' • **Trauma:** An event that has caused trauma, such as being involved in, or witnessing, a serious accident; or having witnessed or been a victim of a serious crime that has impacted their mental or physical well-being. • **Special**: For example, the student may have religious reasons or legal obligations.

Also, refer to the Glossary of Terms.

Policy

This policy and procedure specifies the grounds on which students may be granted special consideration and the process for managing those applications. Special consideration may be

granted in cases of medical emergencies, traumatic events, and compassionate and compelling circumstances. Travel related circumstances are not eligible for consideration under this policy. MIHE will clearly communicate its expectations regarding assessments and satisfactory progress on its website, in the Student Handbook, in the Unit Outlines, and during the Student Orientation program. Fair and consistent treatment will be provided to all students under the terms of this policy and procedure.

Procedure

MIHE provides special consideration to support students in maintaining their academic progress when unforeseen or exceptional circumstances arise. This support is intended for genuine cases in compelling or compassionate circumstances that are beyond the student's control and is granted upon submission of appropriate supporting evidence.

Timing and submission of applications

Students normally must complete a Special Consideration application form (available from the MIHE website) and apply via email at admin@mihe.vic.edu.au within two (2) business days after the submission due date or timetabled date of the relevant piece of assessment. If this is not possible, the student can apply directly to the administration manager at admin@mihe.vic.edu.au for an extension of time, stating the reasons for which the extension is sought and providing supporting documentation.

Documentary Evidence and Practitioner Consultation Requirements

Special consideration is only granted in those cases where the Dean or their delegate has verified the evidence provided and is satisfied that, in the circumstances, it is appropriate to grant special consideration. Accordingly, the Special Consideration Application must be accompanied by original and verifiable supporting documentation. The dates or duration that student has been impacted must be specified in the supporting documentation.

A student applying for special consideration must had an in-person consultation with a doctor on the due date or a day preceding the due date of the assessment or the day on which the assessment is held, except in cases where the student has a pre-existing medical condition, and this can be demonstrated to the satisfaction of the Dean or their delegate. A doctor cannot certify that a student was sick on the day of the assessment if the consultation follows the due date of the assessment or the date on which the assessment was held.

Separate applications and supporting documentation must be submitted for each assessment for which the special consideration is requested.

Medical

The student must have seen a doctor physically on the day of the assessment or preceding the assessment due date. A medical practitioner cannot certify that the student was sick on the day of the assessment if the consultation occurs after the assessment

A standard medical certificate issued by a registered medical practitioner is normally required. The certificate must clearly state the date(s) of consultation, include the practitioner's full details, and be officially stamped. The certificate's date must correspond to or precede the assessment due date or the date on which the assessment was held. and the period of incapacitation must be clearly stated.

If the Provider does not use a standard stamp (e.g. psychologist), a separate signed statement on official letterhead may be accepted. The statement must include:

- the date of the consultation that covers the time period referred to in the special consideration application;
- the nature of the medical condition, its severity and the impact on the student's ability to complete the assessment task; and
- the Provider's details, including the Provider's stamp.

The certificate's date must correspond to or precede the assessment due date or the date on which the assessment was held. and the period of incapacitation must be clearly stated.

Documentation from unregistered or alternative health practitioners, such as a herbalist, will not be accepted.

Non-Medical

In all other circumstances, a Statutory Declaration must be provided together with other verifiable supporting documents, e.g. a letter from a registered counsellor or a death certificate.

Where the documentary evidence submitted is judged to be inadequate, MIHE may require students to provide additional information and/or original documents within five (5) business days. Failure to provide the requested documentation may lead to a rejection of the application for special consideration.

Special Consideration and Assessment Extension Requests

Where a student seeks an extension on a non-examination assessment task application should normally be made directly to the Unit Co-ordinator at least five (5) business days before the assessment is due, providing reasons for the extension and any evidence in support of the application. Alternatively, an application that falls within the grounds for special consideration

detailed in this policy and procedure may be lodged using the Special Consideration application form.

A copy of the notification of an approval for an extension of time must be attached to the assessment at the time of submission.

Outcomes of an application for special consideration

Decisions on applications for special consideration are made by the Dean or their delegate. Normally, the decision will be made within ten (10) business days of receiving a completed application.

The outcome of the application for special consideration will be communicated in writing, including reasons for that decision. In the event that special consideration is not granted, the student will be advised of their rights to appeal through the *Student Complaints and Appeals Policy and Procedure*.

An application for special consideration will result in one of the following outcomes:

1. Rejection of the application.
2. *Deferred or supplementary assessment: an assessment undertaken at a later date.* For example, a special exam scheduled in the Special and Supplementary exam period or a special assessment, such as a presentation scheduled at a time suitable for the assessment's requirements.
3. *An extension*: An extended period of time to submit the assessment. This can include a resubmission if the assessment task has already been submitted.
4. *Special arrangements for assessment*: Changes to the assessment's format or delivery mode to accommodate the student's circumstances, with the assessment type and scheduled submission due date or timetabled date remaining unchanged.
5. *Granting extensions for non-exam or written task assessments*.
6. *Alternative assessment*: It replaces the original assessment task with something different; for example, an oral exam replacing an essay or a new task that assesses learning outcomes from two or more impacted assessments.

Provision of supplementary assessments for exam-based assessments

If a student appears for an exam and later submits a special consideration request, which is granted, the previously submitted assessment will not be graded