Special Consideration of Assessments - Procedure

## Special Consideration for assessments:

If exceptional circumstances will prevent or have prevented you from completing assessment tasks by the due date or attending examsyou may request special consideration. Examples of exceptional circumstances:

* Sudden illness or exacerbation of an existing illness
* Illness/Death of a family member
* Trauma
* Being a victim of crime

Exceptional circumstances are considered to be unpredictable, unavoidable, and usually short-term and temporary. If you have a long-term illness, see the section on reasonable adjustments for disability below. Teachers should be contacted with requests at least 48 hours BEFORE the assessment due date, unless the issue has arisen after that point in time.

### To apply for Special Consideration:

1. Download and fill out the *Request for* *Special Consideration* template, unless the teacher has already discussed the request with you and advised that the written template is not necessary.
2. Contact your teacher directly and give them the completed template and the documented evidence of your reasons for the request.
3. If granted, the time period of the extension will be negotiated between the teacher and yourself. Extensions should be requested no less than 48 hours before the due date, unless the issue has arisen after that time.

### Documented evidence consists of:

* A medical certificate in the case of illness, the dates of which need to include the due date. **OR**
* Evidence that a serious, unexpected incident has occurred, such as a death in the immediate family, an assault or serious accident has occurred, etc. This may be a death certificate or funeral notice, a police report, or a medical/hospital certificate, or a letter from your usual counsellor. **OR**
* If you have consulted CIT Counselling in the recent past, you may request a letter of support from your CIT counsellor, if your reasons for doing so meet the criteria listed above. Please note that a letter from CIT Counselling does NOT mean that the teaching area MUST grant your request, only that they should consider it before advising you of their decision. The decision to grant extensions and the timing of those extensions are always at the discretion of the teaching area.
* If you contact CIT Counselling for support and you are not an existing client of the service, we are not able to provide you with a letter of support, however you will be provided with a letter of attendance which states that you have consulted the service. However, if you have other documentary evidence of the issues and confidentiality is required, the counsellor may be able to assist.

**Note: If an extension is granted,** the assessment must be completed by the revised date agreed with the teacher. If not, you may not be able to successfully complete the subject and may need to re-enrol.

## For reasonable adjustments to assessments due to disability:

If you have a disability which affects your study and you need to negotiate extensions for this reason, you should register with CIT Student Support Disability Advisors as soon as possible in the semester ( or the semester before if you have complex support needs), and at least two weeks before the assessment due date. You will be asked to submit relevant medical documentation to complete the registration process. Disability Advisors are then able to negotiate reasonable adjustments with teachers on your behalf.

## If you feel an assessment outcome has been unfair:

Students have the right to appeal an assessment result in line with the [*CIT Academic Appeals Policy*](https://staff.cit.edu.au/policies/education/students).