

## **SPECIAL ASSESSMENT POLICY**

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| <b>Responsibility for Review:</b>           | Academic Board Teaching & Learning Committee  |
| <b>Related policies or other documents:</b> | Examination Procedures, UNE Assessment Policy; Procedures for Assessment; Examination Information for Students; Internal Supervision Manual; Special Needs Students Policy. |

### **1. PREAMBLE**

- 1.1 In the event of a conflict between this policy and any rule, policy or practice of a faculty or school, this policy shall take precedence.
- 1.2. (a) A student who has been prevented through illness or other unavoidable and unforeseen circumstances from satisfying the normal assessment requirements for a unit or from doing so to a standard that was otherwise realistically attainable may apply for special treatment of his/her assessment under this policy; *or*  
(b) A student who has attained a final mark of 45-49% for a unit may be offered special assessment at the discretion of the unit coordinator.
- 1.3 Special Needs Students. Students who require special assessment deriving from any long-term or permanent disability are required to seek support under the University's [disability support policy](#).

### **2. TYPES OF SPECIAL ASSESSMENT**

Heads of Schools may at their discretion award to students who have applied for Special Assessment one of the following:

- (a) a special examination;
- (b) an optional special examination;
- (c) special consideration;
- (d) a special extension of time;
- (e) a result of withdrawal without failure.

### **3. CIRCUMSTANCES REQUIRING AN APPLICATION**

- 3.1 **Failure to sit an examination.** A student who has not attended the University examination for that unit because of illness or other unavoidable circumstances may apply for a special examination or withdrawal without failure.
- 3.2 **Adverse performance in an examination.** A student who sat the examination but believes that his/her performance in the examination was adversely affected by illness or other unavoidable and unforeseen circumstances before or during the examination, may apply for a special examination or special consideration. In general, the Head of School will require evidence of more severe disruption to the original examination in order to grant a special examination rather than special consideration.
- 3.3 **Failure to complete an assessment task.** A student who has been prevented from completing any assessment task other than a formal examination by the

first day of the examination period may apply for either a special extension of time or withdrawal without failure.

#### **4. TIMING AND MODE OF APPLICATION**

- 4.1 A student making an application under this policy must lodge with the Student Centre an [application](#) in the prescribed form.
- 4.2 Unless late application is approved in terms of para 4.3 applications must be received by the Student Centre no later than:
  - (a) five working days after the student's final examination in that examination period in the case of applications for a special examination or special consideration or for a withdrawal without failure under para 3.1; or
  - (b) five working days after the start of the relevant examination period in the case of applications for special extension of time or for withdrawal without failure under para 3.2.
- 4.3 In exceptional circumstances a late application from a student may be considered if accompanied by evidence acceptable to the Head of School of an adequate explanation for the delay.
- 4.4 All applications must be accompanied by original medical certificates or other relevant independent evidence including:
  - (a) a supporting letter from a solicitor, a head of a University residence, the Director of the Oorala Centre, a counsellor, psychologist, employer, a minister of religion, etc; or
  - (b) a statement from the NRMA, RACV, RACQ or equivalent motoring organisation if relevant to the reasons for applying; or
  - (c) a Statutory Declaration; or
  - (d) for defence personnel or emergency service personnel or volunteers, a statement from a superior officer or emergency services supervisor when unexpected deployment because of a national/international emergency or disaster prevents attendance at the scheduled exam centre.
- 4.5 Where a student is unable to state her or his own case in writing, application may be made for them by a parent or guardian, an immediate family member, the head of a University residence, the unit coordinator, or by another appropriate person.

#### **5. DECISIONS ON APPLICATIONS FOR SPECIAL ASSESSMENT**

- 5.1 Applications for special assessment will be referred by the Student Centre to the relevant School.
- 5.2 Decisions on the awarding of special assessments are the responsibility of the Head of School. The Head of School may allow a form of special assessment other than that requested by a student.
- 5.3 Students will be informed of the outcome of their applications for special assessment through their grades notification or directly where special circumstances dictate.

#### **6. SPECIAL EXAMINATIONS**

- 6.1 Where a special examination is awarded and administered centrally (SPE) by the Student Centre, it will be held during the next examination period relevant to that cohort as shown in the Principal Dates of the University.
- 6.2 Where a special examination is administered by the unit coordinator and school (SPS) arrangements for the special examination will be negotiated directly

between the school and the student.

- 6.3 A student who has passed the examination but has applied for a special examination may, at the discretion of the Head of School, be awarded a grade of pass with the option of a special examination.
- 6.4 A student who has satisfactorily completed assessment tasks worth at least two-thirds of the marks for a unit and who is eligible for a special examination may, at the discretion of the Head of School, be granted a passing grade for the unit without undertaking such special examination.
- 6.5 Misreading of the examination timetable or sitting consecutive examinations is not sufficient reason for the award of a special examination or other special assessment.
- 6.6 Special examinations on special examinations will not be granted but a withdrawal without failure may at the discretion of the Head of School be awarded subject to an application meeting the normal requirements for a special examination.

## **7. SPECIAL CONSIDERATION**

Where an application for special consideration is granted, the examiner (unit coordinator) will be made aware of the circumstances and these will be taken into consideration when the results for that student are determined. Any special consideration allowed will not exceed three per cent of total assessment in the unit.

## **8. SPECIAL EXTENSION OF TIME**

- 8.1 In students seeking a special extension of time applications must have complied with the policy on late submission of assignments detailed in the University's [Assessment Policy](#).
- 8.2 Where a special extension of time is granted, the Head of School may at her/his discretion require the student to complete the required work, substitute alternative requirements, or both.
- 8.3 A special extension of time will not generally exceed 10 weeks from the date of the school validating results for the teaching period concerned. More particularly:
  - (a) for First Semester units, an assignment for which a special extension of time is granted shall not be submitted later than 31 August of the current year. Where the special extension of time relates to compulsory practical experience components, the head of school has discretion to extend the completion date for First Semester units until 1 October.
  - (b) for Second Semester units, an assignment for which a special extension of time is granted must not be submitted later than 31 January of the following year. Where the special extension of time relates to compulsory practical experience components, the Head of School has discretion to extend the completion date for Second Semester units until 1 April.
  - (c) for units terminating in Summer Semester, an assignment for which a special extension of time is granted must not be submitted later than 31 March of the year in which the Summer Semester unit terminates.
  - (d) for units extending over two semesters or teaching periods, an assignment for which a special extension of time is granted must not be submitted later than 10 weeks from the date of the school validating results for the second teaching period.
  - (e) for units undertaken under approved partnership agreements where

teaching periods differ from Armidale based teaching periods, an assignment for which a special extension of time is granted shall not be submitted later than twelve weeks after the last day for submission of written work for the teaching period concerned.

#### **9. FAILURE TO SATISFY SPECIAL ASSESSMENT CONDITIONS**

Where a special examination or special extension of time is granted failure to complete either the examination or the work for which the special extension of time was granted will result in the award of a Fail-Incomplete result (NI) unless:

- (a) the student had completed all requirements for the unit (including completion of all required assessable work and the examination) and the Head of School and Course Coordinator recommend the award of a Pass (P) under the course rules of the course of which the unit was the final requirement; *or*
- (b) the student applies for a withdrawal from the unit on the basis of a continuation of the problem which affected them at the time of the original exam, or another unusual and unexpected event which affects their performance or attendance at the special exam or prevents them from completing the work required under the special extension of time by the required date.

#### **10. ADMINISTRATION OF POLICY**

Schools are responsible for academic decisions under this policy. The Student Centre is responsible for administrative procedures under this policy.