

# GUIDELINES FOR DEALING WITH SPECIAL CONSIDERATION APPLICATIONS

## Introduction

A range of options exist for dealing with student applications for special consideration. It must be clearly understood that what follows only represents a set of guidelines and that individual staff will be required to make value judgements about individual cases based upon the evidence presented that may lead to a response to an application that differs from these guidelines. This document is an attempt to offer some guidelines on how staff may equate this response to the choices that are available to them. It is intended to help produce greater consistency in responses to applications for special consideration.

## Categories of special consideration

Special consideration applications fall into two broad categories, these being:

### Category A

Where the application applies to the period in which the assessment is to be conducted. This covers forms of assessment such as class tests and examinations which are conducted on a fixed date.

Special consideration for assessment conducted on a fixed date may only consist of:

### Category B

Where the application applies to the period leading up to the due date/fixed date for assessment.

Special consideration for the period leading up to assessment may only consist of:

In cases where special consideration is warranted and it is applied for prior to the completion of the relevant piece of assessment and where the student is deemed by the chief examiner to be unable to complete the assessment by the appointed time, it may consist of:

- the granting of additional time (an extension) in which to complete a prescribed piece of assessment; the duration of the extension should relate to the severity, duration and proximity to the due date of the problem;
- undertaking a special test, deferred test or examination (either written or oral);
- setting an additional piece of work to be completed in order to determine the final result for the unit;
- entering into the University's Student Records System a withheld result for the unit and allowing the student to repeat all components of the assessment prior to the date for submission of deferred examination results for the relevant semester.

When the application applies to the period leading up to the assessment, but not to the assessment date itself, there are added complications. It is then relevant to assess the *proximity of the problem to the assessment date* and the *duration of the effect of the problem* in addition to the severity of its effect.

In terms of the *proximity of the problem to the assessment date* the following terminology has been adopted:

Close: within 2 weeks of the fixed date  
Distant: more than 2 weeks from the fixed date.

In terms of *duration of the effect of the problem* the following terminology has been adopted:

Short: two weeks or less  
Long: more than 2 weeks.

