



# Special Consideration Policy and Procedure for Students

## Special Consideration

### Supporting Students

Hawthorn-Melbourne is committed to helping students succeed in their English studies. If, during your studies, you experience circumstances beyond your control that significantly affects your academic performance, you can apply for special consideration. The purpose of this document is to provide guidance to students in this situation.

#### Definition

- **Special Consideration:** is an adjustment made for a student who experiences sudden and/or unexpected circumstances that significantly affect their academic performance. The purpose is to minimise the disadvantage faced by the affected student and maximise their chances of achieving their academic goals.

Examples of where special consideration may be applied include illness, bereavement (death of a loved one), being witness to a traumatic event, violence or sudden hardship.

Students will not be eligible Special Consideration for computer failure, public transport delays, misreading timetables, personal events such as birthdays, minor ailments or illness or travel plans (unless these are negatively affected by unexpected Government restrictions)

Students who have a disability, impairment or long-term medical condition that requires *ongoing* or *long-term* support may be eligible to apply for a Reasonable Adjustment on an ongoing basis. For more information, please read the [Supporting Students with Special Needs Policy and Procedure for Students](#).

#### Overview - Applying for Special Consideration

- Special Consideration only applies to assessments and whether you pass or fail a course.
- Special Consideration should be applied for as soon as you realise your academic performance is being affected. The application must be accompanied by relevant supporting documentation.
- If an emergency occurs immediately before an assessment, where possible, an email must be sent to your class teacher.
- Applications for Special Consideration after the release of the final marks, will not be accepted.
- If possible, you should continue to work on your assessments until you know the outcome of your Special Consideration application.
- Students will not be eligible Special Consideration for circumstances such as:
  - computer failure
  - public transport delays
  - misreading timetables
  - personal events such as birthdays
  - minor ailments or illness
  - travel plans (unless these are negatively affected by unexpected Government restrictions)
- The decision to approve or decline an application is the responsibility of the Director of Studies and/or Principal, Hawthorn-Melbourne. You, your class teacher(s) and any relevant staff members will be notified of the outcome of your application.
- If approved, possible outcomes to the Special Consideration application may be
  - You may be allowed to re-sit an exam or complete an oral presentation - on the date and at the time offered.
  - You may be asked to do another form of assessment.
  - You may be given a deferral or an extension.
  - You may be given an option to resubmit an assessment.
  - You may be given an additional assessment.

- Your application for Special Consideration may be rejected. In this case, your assessment marks are upheld. That means that if you have not submitted an assessment – you may obtain a score of zero.

## Procedure – Applying for Special Consideration

### 1. Apply for Special Consideration

- a. Complete a [Special Consideration Application form](#), detailing the circumstances
- b. Attach any supporting evidence; *for example a letter from a doctor, a death certificate, a police report, an intervention order, an email from the Counsellor*
- c. provide written agreement for their confidential information to be disclosed in order for an application to proceed.
- d. submit the form to the student’s teacher, a Senior Teacher, The Director of Studies or The Counsellor.

Students in the UMELBP Prep or UMELBP Program can send their application by email to [UMELBP@hawthornenglish.vic.edu.au](mailto:UMELBP@hawthornenglish.vic.edu.au)

**Note:** If an emergency occurs immediately before an assessment, where possible, students must email their class teacher. Applications for Special Consideration after the release of the final marks, will not be accepted.

### 2. Review of a Special Consideration Application

- a. A panel of qualified staff will assess your application for Special Consideration. They will consider the documentation/evidence that you have provided and talk with other relevant staff, *for example your class teacher*.
- b. A recommendation will be provided to the Director of Studies and/or Principal of Hawthorn-Melbourne.

### 3. Response to a Special Consideration Application

- a. The outcome of the application for Special Consideration will be provided to you within five (5) working days of the completed application being received.
- b. Where appropriate and in accordance with considerations regarding privacy, your class teacher(s) and any relevant staff members will be notified of the outcome of your application.
- c. Students who are dissatisfied with the outcome of a Special Consideration application may appeal this decision in accordance with the [Complaints and Appeals Process for Overseas Students](#).

## Related Documents

Document Name	Web-link Location
Special Consideration Application form	<a href="#">Special Consideration Application form</a>
Complaints and Appeals Process – Overseas Students	<a href="#">Complaints and Appeals Process - Overseas Students</a>
Complaints and Appeals form	<a href="#">Complaints and Appeals form</a>