

SPECIAL CONSIDERATION GUIDELINES AND FORM

Students with special needs such as a disability, medical condition or compassionate circumstances can access additional support for assessments.

APPLYING FOR SPECIAL CONSIDERATION

If you are applying for special consideration, your application should be submitted as soon as possible before the due date of the assessment (or within 72 hours after the event). Your application must also include appropriate documentation to support the grounds on which you are requesting special consideration. Grounds for special consideration, and associated supporting documentation, could include the following:

- Illness – medical certificate
- Accident – statutory declaration
- Temporary disability – medical certificate
- Bereavement – notice of bereavement
- Other compassionate circumstances – statutory declaration

Students wishing to access Special Consideration on medical grounds must provide a medical certificate completed by a medical practitioner. Medical certificates must be issued on or before the assessment due date. Medical certificates issued after the assessment due date will not be accepted. Where it is not practicable for the student to submit a Kaplan Business School medical certificate (template provided with this form) a certificate from a registered medical or dental practitioner may be accepted if the certificate contains information equivalent to that which is covered in the KBS medical certificate template.

Please note that in all cases the certificate must contain the medical practitioner's stamp, or the medical practitioner's contact details and provider number. Any student suspected of submitting a false or misleading application for Special Consideration will be investigated in accordance with KBS's Academic Integrity and Conduct Policy.

HOW IS THE SPECIAL CONSIDERATION APPLICATION PROCESSED?

In considering a Special Consideration request, KBS can take into account factors such as:

- frequency of Special Consideration applications by the student;
- the genuine nature and veracity of evidence provided in support of the application;
- the student's academic progress to date and their likelihood to successfully complete the subject (e.g. if a student has not completed a substantial portion of the assessments and are unlikely to successfully complete the unit, special consideration may not be granted);
- other relevant information pertaining to the request for Special Consideration.

Situations in which special consideration may NOT be considered include:

- failure to note the correct assessment dates/times/venues;
- taking annual leave/personal holiday during the trimester/assessment period;
- experiencing high workloads/increased hours from employers or other organisations;
- in anticipation of a change of employment;
- to attend events (e.g. conferences, weddings) at the time the assessment is due;
- computer related issues;
- incomplete, inadequate or unsubstantiated supporting documentation;
- requests submitted outside the designated periods;
- where a medical certificate was provided and another exam was completed on the same day.

While the aforementioned list is not exhaustive, it outlines common reasons where students will not be granted special consideration. Each application will be assessed on its merit and will generally be processed within 72 hours of receiving the submission.

POSSIBLE OUTCOMES OF A SPECIAL CONSIDERATION APPLICATION

A grant of Special Consideration may result in the following outcomes being made available to students (this list is not exhaustive):

- sitting the exam at another scheduled date;
- sitting a supplementary exam;
- completing an additional assessment;
- having an assessment grade or final grade adjusted. A student's assessment item or overall grade may be adjusted if the student:
 - o has submitted all other pieces of assessment; and
 - o the assessment grade or overall grade is no more than 2 marks from a grade band;
- having extra time to complete their assignment (or complete a different assignment if available); or
- a deferral allowing the student to re-enrol in the subject when it is next available, as follows:
 - o students are permitted only two deferrals per course, except in exceptional circumstances;
 - o results from previous assessment events for the deferred subject may be carried over if no changes are made to the assessment strategy upon re-enrolment;
 - o any increase in subject/delivery fees will be payable upon re-enrolment;
 - o students who are approved deferral of assessments may be required to complete a Leave of Absence or Suspension of Studies form.

Students who don't agree with a decision made by Kaplan should refer to the Complaints and Appeals Policy available on the KBS website.

SUPPLEMENTARY EXAMINATIONS

Supplementary examinations normally are held within the two weeks following final examinations. If students do not present for the supplementary examination they will be required to repeat the subject.

EXTENDED SPECIAL CONSIDERATION

Special consideration can apply to a single assessment, or in some cases will affect multiple assessments or an extended period of time (i.e. a trimester).

- In these cases, the Registrar may consult with Learning Advisors in the Academic Success Centre and/or DLOs (Disability Liaison Officers).
- Where applicable, an individualised learning plan may be created as part of the special consideration outcome.

RELATED POLICIES AND INFORMATION

Other Kaplan policies and information associated with Special Consideration (available on the KBS website <https://www.kbs.edu.au/current-students/school-policies/> or <https://www.kbs.edu.au/admissions/forms>)

- Assessment Policy
- Diversity, Inclusion and Equity Policy
- Academic Integrity and Conduct Policy
- Reasonable Adjustment Guidelines and Form
- Grievances, Complaints and Appeals Handling Policy

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USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		Please tick as appropriate <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
Family name		Given name(s)	
Date of birth (dd/mm/yyyy)		Student ID	
E-mail			
Mobile		Telephone	
Full address			
Suburb	Postcode	State	Country

ENROLMENT DETAILS

I am enrolled in the following course (please tick):

Current campus <input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Sydney <input type="checkbox"/> Online	
Undergraduate courses <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Bachelor of Business <input type="checkbox"/> Bachelor of Business (Accounting) <input type="checkbox"/> Bachelor of Business (Hospitality and Tourism Management) <input type="checkbox"/> Bachelor of Business (Management) <input type="checkbox"/> Bachelor of Business (Marketing)	Postgraduate courses <input type="checkbox"/> Graduate Certificate in Accounting <input type="checkbox"/> Master of Accounting <input type="checkbox"/> Master of Professional Accounting <input type="checkbox"/> Graduate Certificate in Business Administration <input type="checkbox"/> Graduate Diploma of Business Administration <input type="checkbox"/> Master of Business Administration <input type="checkbox"/> Graduate Certificate in Business Analytics <input type="checkbox"/> Graduate Diploma of Business Analytics <input type="checkbox"/> Master of Business Analytics <input type="checkbox"/> Master of Business Analytics (Extension)

SPECIAL CONSIDERATION INFORMATION

Subject code	Assessment	Assessment date (dd/mm/yyyy)
1.	<input type="checkbox"/> Assignment <input type="checkbox"/> Exam <input type="checkbox"/> Other	
2.	<input type="checkbox"/> Assignment <input type="checkbox"/> Exam <input type="checkbox"/> Other	
3.	<input type="checkbox"/> Assignment <input type="checkbox"/> Exam <input type="checkbox"/> Other	
4.	<input type="checkbox"/> Assignment <input type="checkbox"/> Exam <input type="checkbox"/> Other	

Please outline in detail what special consideration you are seeking, and what supporting documentation you are providing as evidence.

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MEDICAL PRACTITIONER / HEALTH CARE PROVIDER SECTION

In order for Special Consideration on medical grounds to be granted, Kaplan Business School requires information to be provided by a registered medical practitioner or health care provider. This is to ensure that an accurate assessment of the student's situation can be made.

Practitioner/provider's name		Provider number	
Telephone			
E-mail			
Full address			
Suburb	Postcode	State	Country
Indicate how your assessment of the student's condition was obtained <input type="checkbox"/> Examination of student <input type="checkbox"/> Information provided by student			
Period during which the student has been/will be affected From (dd/mm/yyyy) To (dd/mm/yyyy)			
Determination of ability to sit for an examination <input type="checkbox"/> The student was able <input type="checkbox"/> The student will be able <input type="checkbox"/> The student was NOT able <input type="checkbox"/> The student will NOT be able			
Details of the condition			
Practitioner's signature		Date (dd/mm/yyyy)	

STUDENT DECLARATION

I understand that the submission of an application for Special Consideration does not automatically mean it will be approved. I give Kaplan permission to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application and to seek further information about the originating source.

Student signature	Date (dd/mm/yyyy)
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OFFICE USE ONLY

Form received date (dd/mm/yyyy)	Received by	Application outcome (please tick) <input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Details and reason for outcome		Decision maker	Date (dd/mm/yyyy)

Privacy: Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at privacy@kaplan.edu.au for more information.

Return this form to your Kaplan Business School Student Experience Team:

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