

SPECIAL CONSIDERATION GUIDELINES

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 assessment at another scheduled date;
- sitting a supplementary assessment;
- 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 application.

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

SUPPLEMENTARY ASSESSMENTS

Supplementary assessments normally are held within the two weeks following final assessments. If students do not present for the supplementary assessment 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>)

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