

Special Consideration Policy and Procedures

Last Modified 	August 2022
Review Date 	July 2023
Approval Authority 	Deputy Vice-Chancellor Academic
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Introduction | Kupu Whakataki

Special considerations enable the just and equitable treatment of students who suffer unexpected and significant impairment during an assessment task, including final examinations and internal assessments.

Definitions | Tautuhinga

Acute – a short-term condition or incident not exceeding seven days (an event of a short duration).

Chronic – a condition persisting for a long time (more than seven days) or constantly recurring.

Impairment – the impact of an event that affects the ability to undertake or show learning. Impairment is measured on a six-point scale of negligible, no impact, mild, moderate, serious or severe impairment. An assessor in allocating the measure of impairment requires professional judgement.

Major items of assessment – those items that contribute 10% or more of the entire course assessment weight.

Special Considerations Panel (SCC) – a group of UC academic and general staff members who consider special consideration applications.

Policy Statement | Kaupapa Here

1. Scope

- 1.1 This Policy supports a fair, consistent and transparent special considerations process by detailing
 - general principles about special considerations;
 - policy statements; and
 - guidance on the application process, the assessment of special consideration applications and appropriate academic remedies.
- 1.2 Faculties and departments/schools may specify additional requirements as appropriate to their academic and professional context. Any additional requirements must be consistent with this Policy and its principles.
- 1.3 This Policy, should be read in conjunction with the [Special Consideration Regulations \(University Regulations website\)](#). It supersedes all previous Calendar regulations and policies regardless of the original year of enrolment of any student seeking special consideration.

It is recommended that this document be read in full. Reading sections in isolation can lead to overlooking of vital information.

2. General Principles

- 2.1 Special consideration is intended to ensure students who have a significant and unexpected acute impairment are not unduly disadvantaged in an assessment activity.
- 2.2 Special consideration shall not be used to unfairly advantage students who are impaired in assessment, i.e., if a student had been unlikely to achieve academically, they will not benefit from the special consideration process.
- 2.3 While special c

submit a special consideration application, for impaired performance or if the assessment is not submitted, but if an extension has been granted it will be considered when determining (if appropriate) the academic remedy/ies for the application.

5. Special Considerations on Compassionate Grounds

- 5.1 On rare occasions when a significant and unexpected event/disaster occurs which results in extreme emotional distress for a large cohort of students, the University may instigate the Special Considerations on Compassionate G375.32 842.04 reW*nBT40eW*nBT4

8. Stage One: Evidence Considered by the SCC

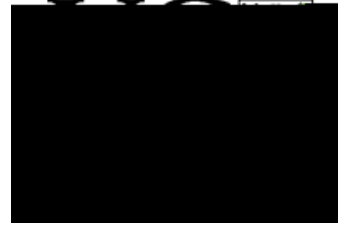
- 8.1 The special consideration application, including all supporting evidence, is assessed by the SCC. The SCC will assess the impact and severity of the application as well as taking into consideration previous applications for special consideration submitted by the student, along with previous decisions of the SCC regarding other cases on similar grounds to the application.
- 8.2 Applications will be
approved by the SCC and will proceed to Stage Two; or
rejected; or
recommended for alternative consideration (e.g., late discontinuation) if the assessed criteria are met.
- 8.3 Evidence must be supplied for all types of special consideration applications and examples of the required evidence are described in the [Special Consideration Regulations](#). Evidence must be provided within 10 working days of the application being submitted, otherwise it will be rejected by the Special Considerations Coordinator.
- 8.4

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special consideration.

8.9 Summary information, regardless of the outcome, will be forwarded to the relevant

Appendix 2



Ramadan Guidelines for Students and Staff

A Muslim observing Ramadan does not eat or drink between sunrise and sunset. Ramadan lasts 30 days and the date on which it starts changes year by year.

Impairment to performance in examinations and tests because of the physiological effects of fasting during Ramadan is permissible as a circumstance in which a student may apply for special consideration. Students will still be expected to sit the examination or test unless prevented from doing so for other reasons.

Special consideration will only be allowed for afternoon examinations or tests and the impairment will normally be judged to be within the 'moderate impairment' range.

Students wishing to apply for a special consideration because of the impairment caused by fasting during Ramadan must provide with their application supporting evidence in the form of a letter from their religious leader attesting to their observance of the fast.

Note: The Islamic calendar is based on lunar months and therefore the month of Ramadan begins 10 or 11 days earlier each year on the Gregorian calendar, hence it takes Ramadan about 30 years to move through the seasons from January to December.

Appendix 3

Special Consideration on Compassionate Grounds Process



Appendix 4 Special Consideration Student Perspective

