

UUNZ Assessment Special Consideration Policy

Policy Title

Assessment Special Consideration Policy

Audience and scope

This policy is relevant to Academic and Administration staff and students

Document Management

Policy Number	AP04V3	Approval by	Academic Board
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Category	Academic Management		
Policy owner	UUNZ Institute of Business		

History

Version	Effective date
1 Re-mark and Re-total and Reassessment policies	28 February 2019
2 Assessment Special Consideration Policy	

Purpose

This policy provides the procedure for a student who believes that he/she has sufficient grounds to appeal for special consideration of an assessment or an exam.

An application for Special Consideration is designed for students who have been prevented from sitting an exam or submitting an assignment due to unforeseen circumstances beyond their control that has resulted in significant impairment of the student's academic ability to perform in a test, exam or completion of an assignment during or within two weeks leading up to the date of the assessment.

Policy

Outcomes for special consideration consist of the following:

1. An assessment/exam is reviewed and no adjustment is made
2. An assessment/exam is reviewed and the grade is adjusted
3. The student is awarded a conceded pass
4. The student is granted a resit or resubmission of an exam or assessment, provided sufficient and reasonable evidence is provided.

A student qualifies to apply for special consideration on the following grounds:

1. When he/she believes that an assessment or part of an assessment has been incorrectly marked or totalled.
2. When he/she provides evidence of a medical certificate, relating to themselves or a direct member of family with an explanation of how the circumstance impaired the student's academic ability at or during the time of the exam or date of submission of an assignment.
3. Compelling reasons that will be accepted upon provision of evidence as determined by the Programme Committee or Academic Management including but not limited to:
 - Serious illness or injury
 - Psychological trauma
 - Bereavement of one's direct family or a close relative
 - Other exceptional circumstances beyond one's control

The following points are important to note:

- Applications are only accepted if the student has provided sufficient grounds for the reassessment. Simply being unhappy with the grade is not sufficient grounds.
- There must be evidence of severe impairment to the student's academic ability in order for the application to be approved.
- Submitting an application of special consideration does not guarantee an adjustment to an exam or assignment grade and does not guarantee a pass.
- In cases where the student's application for special consideration, the student takes full responsibility for the decision to apply and may risk receiving a second grade lower than the original mark awarded.
- Students have one opportunity to apply for special consideration and one final opportunity to appeal to the Academic Board in case of disagreement with the outcome.
- At the discretion of the Programme Committee, the reassessment may be sent out for external moderation.
- Applications will only be processed upon full payment of the fee for service by the student

Fee for Special Consideration: \$75.00 per application

\$25.00 for re-totalling (refundable if error is confirmed)

Procedure

1. Students must complete an application form and pay the appropriate fee for the service required within 5 working days of the result release date.
2. Along with the application form students must submit evidence of grounds for special consideration including written statements and supporting documentation.
3. The Programme Committee will review the application and make a decision to accept (if they believe sufficient justification has been provided) or decline (if they believe sufficient justification has not been provided).
4. Once an application is approved, the student will be notified of the decision via the method of communication indicated on the submission form.
5. Students will be notified of the final result of the special consideration 10 working days after the application is approved.
6. If a student does not agree with the final result, they may appeal to the Academic Board for further review. The decision of the Academic Board is final.
7. Application fees for special consideration are non-refundable with the exception of the \$25 re-totalling fee which is refunded where a totalling error is found.