TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Policy: Extensions & Special Consideration

Policy Type:	Divisional Policy
Policy Number:	TCDP21
Date Approved:	19 April 2024
Previous Policy:	TCPS Adjustment to Assessment and Special Considration
Review Date:	1 December 2026

1 OBJECTIVES

1.1 The objective of this policy is to provide a framework for extensions (up to 10 business days) and special consideration to ensure transparency regarding:

a) The types of extensions and special consideration provided to students

b) The eligibility requirements

c) The timelines and evidentiary requirements for applications

d) The delegations of authority for the assessment of applications and recording outcomes.

2 SCOPE

2.1 This policy applies to all Trinity College Foundation Studies students.

3 POLICY

3.1 Trinity College Pathways School acknowledges that a student's academic performance may be significantly affected by *genuine compassionate and compelling circumstances* as outlined in sections 4 and 6.

3.2 Where students demonstrate *genuine compassionate and compelling circumstances* which may have impacted on their performance in an assessment piece, they may be eligible for special consideration or an extension to the due date.

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3.3 Where an extension or special consideration is approved, it must:

a) ensure the academic integrity of the assessment

b) assess the same learning outcomes as the original assessment

c) ensure equity for all students in that subject

d) maintain equivalence between marking criteria for any alternative assessment and the original assessment task.

Extensions to assessment submission due dates (up to 10 business days)

3.4 A Subject Leader (or delegate) may grant an assessment extension to a due date of up to 10 business days where the eligibility and evidentiary requirements are met as per section 4.

3.5 Extensions to assessment are not applicable for examinations. Deferred examinations may be granted as per the special consideration process.

3.6 Students must submit the online *Extension Request Form* with relevant supporting documentation (where applicable) prior to the submission deadline for the assessment.

3.7 Late extension requests may be accepted where compassionate and compelling circumstances prevented the application submission prior to the due date.

3.8 Students who request an extension should continue working on their assessment task in case the extension is denied.

3.9 The Subject Leader (or delegate) must notify the student of the outcome in writing within three (3) business days of the submission of the request.

3.10 The Subject Leader (or delegate) may deny the request for an extension where the student has not demonstrated compassionate and compelling circumstances that have impacted their ability to complete the assessment by the due date or where an extension is impractical. Where group assessment is concerned, the extension can be awarded individually or for the whole group at the discretion of the Subject Leader.

3.11 Where an application has been denied the student may appeal the decision through the Trinity College Pathways School Student Complaint Policy.

3.12 Where a student is unable to submit their assessment by the revised due date, late penalties will apply unless a successful special consideration application is submitted.

3.13 The subject leader may grant extensions of up to 10 business days. This may be made up of multiple extensions of up to but not exceeding the 10 business day timeframe.

Special Consideration

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3.14 Special consideration is a measure to ensure that circumstances, that negatively impact a student's ability to undertake, prepare for, and/or complete an assessment task are considered so that the student is not disadvantaged.

3.15 Students may apply for special consideration if they have evidence of compassionate and compelling circumstances which have resulted in the student:

a) needing an extension to an assessment deadline of more than 10 business days
b) preparation for and/or attendance in an examination is adversely affected.
c) Their performance in other assessments being significantly impacted.

3.16 Students must apply in writing by submitting the *Special Consideration Application Form* with the required evidence (as specified in 4.1) attached:

a) prior to the due time/date of an assessment submission (assessments) or; b) within two (2) business days after the examination date (examinations) - the online form must be submitted by 5.00pm Melbourne time on the second business day.

3.17 If the required evidence is not attached within *the Special Consideration Application Form*, the student may submit the required documentation within four (4) business days of the original application.

3.18 The Senior Coordiinator*, Academic Administration (or delegate)* is responsible for determining whether Special Consideration will be granted. The *Senior Coordinator, Academic Administration (or delegate)* will liaise with the Subject Leader (or delegate) on appropriate measures as outlined in 3.19. The *Senior Coordinator, Academic Administration (or delegate)* is responsible for communicating assessment adjustments to Subject Leaders and other relevant staff where required. The *Senior Cordinator, Academic Administration (or delegate)* must respond to the applicant with details of the outcome, within 5 business days of the completed application and relevant supporting documents.

3.19 Special consideration outcomes may include but are not limited to:

a) A deferred assessment or examination
b) An extension in time for the submission of assessment/s
c) Additional Assessments
d) Resubmission of assessments
e) Awarding a moderated mark as per the Marks Review Guidelines

3.20 Special Consideration applications may be denied if:

a) The application is not submitted within the nominated timeframe
b) The required evidence is not submitted in the nominated timeframes
c) The student does not demonstrate eligibility requirements outlined in sections 4 and 6.

3.21 Where an application for Special Consideration is declined, the student may request a review of the decision through the *Trinity College Pathways School Student Complaints and Appeals Policy*.

Late Special Consideration Applications

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3.22 The *Senior Coordinatorr, Academic Administration (or delegate)*, will determine whether a late application for special consideration may be accepted.

3.23 Late applications for special consideration must provide:

a) Satisfactory explanation for the late submission, with evidence supporting the argument that a timely submission was not possible

b) all of the required evidence to support the application.

3.24 The *Senior Coordinator, Academic Administration (or delegate)* will advise the applicant, and relevant staff members, of the outcome via email within five (5) business days of the receipt of the complete application and supporting documents.

Alternative assessment arrangements for ongoing circumstances

3.25 Students may apply for alternative assessment arrangements for ongoing circumstances under the *Special Adjustments Policy.*

3.26 Where a student with a *Special Adjustment Action Plan* is unable to meet the assessment requirements or deadlines outlined in the plan, the student may apply for Special Consideration.

3.27 Applications for Special Consideration as per 3.27 must demonstrate either:

a) A different compassionate and compelling circumstance that prevented them from meeting the requirements of the *Special Adjustment Action Plan*
b) An unforeseen deterioration in their condition which has required additional arrangements to be made.

Privacy

3.28 By submitting an application a student agrees to some limited but necessary sharing of information. Access to sensitive and confidential information in the special consideration application is limited to designated Trinity College staff. By completing an application the student agrees to this selective sharing of information.

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4 ELIGIBILITY AND EVIDENCE REQUIRED

4.1 For the purposes of this policy '*genuine compassionate and compelling circumstances*' may include, but are not limited to, the items in the table provided that the required evidence is supplied:

Compassionate and Compelling Circumstances	Suitable Evidence	Notes
Serious medical condition or injury- ongoing condition	Medical Certificate or letter from a registered medical professional who is not a family member. The documentation must be: - recent (within previous 12 months) - include details of the condition and the impact that it may have on the student. - must be provided by the treating physician or practitioner	Documents from medical practitioners in the student's home country must be certified translations. Where a student has an ongoing issue, a medical certificate outlining changes/worsening of the condition should be submitted as per an acute condition
Serious medical condition or injury- acute condition	Medical Certificate or letter from a registered medical doctor or psychologist who is not a family member stating the nature and severity of the illness and the dates the student was affected.	
Loss or bereavement of a close family member, such as parents, grandparents, siblings, children	Death notice or certificate with evidence of the family relationship.	
Family / relationship breakdown	Letter of support from a social worker, lawyer or psychologist, who is not a family member	
Involvement in, or witness of, a serious accident	Police report and/or statutory declaration from relevant people to the circumstance	The report must state the time, dates and circumstances of the event.
Victim, or witness, of a serious crime	Police report, statutory declaration from relevant people to the circumstance	The report must state the time, dates and circumstances of the event.
Severe disruption to domestic arrangements or homelessness	Eviction notice, Letter of support from a registered medical professional, social worker, lawyer or psychologist, who is not a family member	
Involvement of family and/or close friends in dangerous political or social unrest	Letter of support from a registered medical professional, social worker, lawyer or psychologist, who is not a family member	
Significant religious or cultural reasons impacting a student's ability to perform assessments at a particular time.	Letter of support from a registered medical professional, social worker, lawyer or psychologist, who is not a family member	
Major or sustained technical disruptions or failures	Screenshots of error messages with time stamps, photos of failed devices, evidenced that IT assistance has been requested, evidence of an outage from your internet service provider.	Disruptions impacting examinations must be raised with the Examinations Department during the exam time (or as soon as possible afterwards). Students should not contact their class teacher.

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4.2 For the purposes of this policy the following circumstances are not considered grounds for an assessment adjustment and special consideration:

a) lack of competence or familiarity with the English language
b) misreading an examination timetable or examination paper
c) missing an examination due to flight bookings or travel abroad.
d) time management issues

5 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Submitting Application for Extension or Special Consideration in timely manner with 'Required Evidence"	Student	
Assessing Extension Requests	Subject Leader	
Assessing Special Consideration Applications	Senior Coordinator, Academic Administration or delegate	
Reviewing Special Consideration applications in case of an appeal	Associate Dean (Student Journey)	

6 DEFINITIONS

HA – Department of Home Affairs
ESOS Act – Education Services for Overseas Students Act 2000
TCPS – Trinity College Pathways School
TCFS – Trinity College Foundation Studies
Compassionate and Compelling circumstances: generally beyond the student's control, may include loss or bereavement (such as death of a close family member) or family relationship breakdown; hardship/trauma (such as being the victim of crime, the sudden loss of income, severe disruption to domestic arrangements, the involvement of close family and friends in dangerous political or social unrest or natural disaster) or health issues

7 RELATED DOCUMENTS AND GOVERNMENT DEPARTMENTS

- Education Services for Overseas Students Act 2000 (ESOS Act)

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- National Code of Practice for Providers of Education and Training to Overseas Students (the National Code 2018)
- TCPS Complaints and AppealsPolicy and Procedure
- TCPS Student Code of Conduct
- Trinity College Privacy Policy
- Marketing Department – Registrations Manual
- TCPS Policy on Variation to Enrolment
- TCPS Student Code of Conduct
- TCPS Admissions Policy
- TCPS Younger Students Policy

8 POLICY OWNER

8.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures and guidelines.

9 REVIEW

This Policy is to be reviewed by 1 December 2026.

10 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
TCDP21	Trinity College Pathways School Executive	27 July 2021	27 July 2021	Policy re-written within new template guidelines

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