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| <b>Purpose</b>           | The purpose of this policy is to ensure that students at BPP Institute who are unable to complete an assessment task due to unexpected circumstances and are adversely affected by those circumstances are not disadvantaged.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Scope</b>             | This policy applies to all students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Policy Principles</b> | <p><b>1. General</b></p> <p>1.1. This policy establishes the rules whereby if a student is unable to complete an assessment task by the due date the student has the opportunity to complete the assessment at a later date.</p> <p>1.2. The policy also establishes the rules and conditions by which all students will be bound if they choose to submit an application for special consideration.</p> <p>1.3. The special consideration process is in place to support genuine cases of serious illness, trauma or incapacity to complete an assessment task.</p> <p>1.4. If a student is unable to complete an assessment task by the due date, the student may be given a later opportunity to complete the assessment task, but without sufficient evidence, will only be able to obtain a mark no higher than 50%. This will not apply for major assessments or any assessment due after Week 6.</p> <p>1.5. During times of online learning, clause 1.4 may be expanded temporarily at a lecturer's discretion to include students who also fail an assessment task, but again this does not apply for major assessments or any assessment due after Week 6.</p> <p><b>2. Suspension of Studies</b></p> <p>2.1. Students may apply for a suspension of studies where unexpected circumstances have adversely affected them and they require absence from their studies for an extended period of time, for example as a result of serious medical reasons.</p> <p><b>3. Eligibility for Special Consideration</b></p> <p>3.1. For a student to qualify for special consideration for an examination, the following rules apply:</p> <p>a. An application will only be considered if the student has submitted or attempted all other preceding assessment tasks as and when required within the unit for which special consideration is sought (inclusive of transferred marks from</p> |

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|  | <p>a previous attempt). Failure to submit or attempt all assessment tasks will render an application void;</p> <p>b. Special consideration will not be granted where a student is simply in breach of the exam rules (for example, where a student arrives late) (see Exam Rules for Students in the Examinations Procedure).</p> <p>c. Special consideration will not normally be awarded if the student attended and sat for an examination, as they are declaring that they are fit to do so. If a student falls ill during an examination, they must alert the Chief Invigilator within the first 30 minutes of writing time to be considered for Special Consideration, and even then, exceptional circumstances must be demonstrated to highlight the severity of the sickness. Examples of conditions that are considered severe are highlighted in Special Consideration Procedure. The medical documentation that accompanies the application should reflect and confirm this.</p> <p>3.2. Applications for Special Consideration will be assessed by:</p> <p>a. The Dean or delegate, for Final Exam requests</p> <p>b. The Unit Coordinator, for all other assessments.</p> <p><b>4. Reasonable Adjustments</b></p> <p>4.1. Students who may struggle to manage studies due to a learning disability, medical condition or mental health conditions can apply to access the long-term special needs services at BPP Institute. This support will help them by making reasonable adjustments to their assessment and academic requirements while ensuring that the academic integrity of the course is not compromised.</p> <p>4.2. Reasonable Adjustments must ensure that all learning outcomes are met with catering for the needs of the student. Examples could include:</p> <ul style="list-style-type: none"> <li>- Extensions on assessments</li> <li>- Exam format changes</li> <li>- Academic study support</li> <li>- Notetakers and other support staff</li> <li>- Accessible format for course materials</li> <li>- Support with physical access to campus facilities</li> <li>- Other adjustments as recommended</li> </ul> <p><b>5. Supplementary Assessments</b></p> |
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|                          | <p>5.1. Special consideration is not normally considered for supplementary assessments as these are already a second chance opportunity for students.</p> <p>5.2. Students granted special consideration for an examination must take the supplementary assessment as scheduled. However, for students granted a suspension of studies due to compassionate or compelling circumstances, the sitting of a supplementary assessment will be scheduled on their return to study.</p> <p><b>6. Complaints and Appeals</b></p> <p>6.1. Students who are dissatisfied with the handling of their application for special consideration or the outcome can access BPP Institute's complaints and appeals process.</p> <p>6.2. The Student Complaints and Appeals Policy and Procedure, and student complaints and appeals forms are available from BPP Institute's website.</p> <p><b>7. Privacy and Personal Information</b></p> <p>7.1. BPP Institute collects student's personal information in accordance with its Privacy and Personal Information Policy.</p> <p>7.2. All personal information is appropriately secured against misuse, interference, loss and unauthorised access, modification or disclosure.</p> |
| <b>Related Documents</b> | <p>Assessment Policy</p> <p>Assessment Procedure</p> <p>Deferring, Suspending or Cancelling International Student's Enrolment Policy</p> <p>Deferring, Suspending or Cancelling International Student's Enrolment Procedure</p> <p>Enrolment Variation Application Form</p> <p>Examinations Policy</p> <p>Examinations Procedure</p> <p>Long-Term Special Needs Request Form</p> <p>Privacy and Personal Information Policy</p> <p>Privacy and Personal Information Procedure</p> <p>Special Consideration Application form</p> <p>Special Consideration Procedure</p> <p>Student Academic Integrity and Misconduct Policy</p> <p>Student Academic Integrity and Misconduct Procedure</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## SPECIAL CONSIDERATION POLICY

Reference: POL-036  
Status:  
Classification: Academic  
Approved Date:  
Review Date: June 2026  
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|                                           |                                                                                                                                      |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                                           | Student Appeals Form<br>Student Complaints and Appeals Policy<br>Student Complaints and Appeals Procedure<br>Student Complaints Form |
| <b><i>For Administrative Use Only</i></b> |                                                                                                                                      |
| <b>Responsible Officer</b>                | Dean                                                                                                                                 |
| <b>Contact Officer/s</b>                  | Academic Staff                                                                                                                       |
| <b>Approved by</b>                        | Academic Board                                                                                                                       |
| <b>Definitions</b>                        | See <a href="#">BPP Institute's Glossary of Terms and Acronyms</a>                                                                   |

| <b><i>Version History</i></b> |                      |                                                                                     |
|-------------------------------|----------------------|-------------------------------------------------------------------------------------|
| <b>Version No.</b>            | <b>Approval Date</b> | <b>Amendment/s</b>                                                                  |
| 1.                            | May 2025             | First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul> |

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**NOTE:** Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.  
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