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



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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 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 student may submit the required documentation within four (4) business days of the original application.

3.18 The Senior Coordiinator is responsible for determining whether Special Consideration will be granted. The will liaise with the Subject Leader (or delegate) on appropri-0.9 (i)27.4 (7 Td[ )]TJ/TT3 1 Tw 0.006 Tw1[()0.m(ppr)-0.8 (o960)27.4 (-09t)-4.1 in)-3.4 -15.0



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3.22 The , 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 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

3.26 Where a student with a is unable to meet the assessment requirementroent (n)]TJ (he)-4 (r)20(s)-1.3 (m)64.3 ( )]TJ2 Tw -11.63 -1.217 0 Td2 ( r)-0.3 (m)



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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 | | |



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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 DecoPBDC -11lh4elc6u0t( ( )]( c)202TJ0 Tc 0 Tw ( ))1.3(lp(c)-0.011 Tw 1.174



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