

Special Consideration Policy

What This Policy Covers

This policy provides a framework for students to request special consideration when exceptional circumstances affect their ability to participate in assessment or complete course requirements. It ensures fair and consistent processes for requesting, assessing, and granting special consideration.

Key Sections of the Policy

Circumstances for Special Consideration: Serious illness or injury, bereavement, family emergency, significant life trauma, natural disasters, jury duty, or other exceptional circumstances beyond student control that impact assessment participation or course completion.

Application Process: Students submit written request with supporting documentation (medical certificates, statutory declarations) before or within 5 business days after assessment. Requests assessed by Course Area Head or authorized staff.

Types of Support: Extensions to submission deadlines, alternative assessment arrangements, deferred assessments, or adjusted course requirements depending on circumstances and impact.

Evidence Requirements: Documentary evidence from independent third party required - medical certificates, death certificates, statutory declarations, court documents, or emergency service reports.

Decision Making: Course Area Head reviews request and evidence, assesses circumstances, determines appropriate support, and notifies student in writing within 5 business days.

Appeals: Students may appeal decision through complaints and appeals process if dissatisfied with outcome.

Important Points to Remember

- Submit request before or within 5 days after assessment
- Provide documentary evidence from independent third party
- Special consideration for exceptional circumstances only
- Not granted for poor time management or work commitments
- Decision communicated in writing within 5 business days
- Can appeal decision through complaints and appeals process



- Medical certificates must be detailed and specific
- Assessment must still demonstrate required competency
- Consideration assessed on case-by-case basis
- Evidence must verify inability to participate

Need Help?

For questions about this policy:

Head of Compliance, 1300 244 002, compliance@menzies.vic.edu.au

Related Policies and Documents

- MITP07 - Complaints and Appeals
- MITP13 - Assessment, Reassessment and Re-enrolment
- MITP28 - Student Support Services
- MITP83 - Reasonable Adjustment
- Special Consideration Application Form