

Special Consideration

Special Consideration is the process for students to apply for consideration when circumstances beyond their control affect an assessment.

WHO CAN APPLY

You may apply for special consideration for assessment events when **extenuating circumstances beyond your control** seriously affect your ability to:

- attempt an assessment, or
- prepare normally for an assessment, or
- perform successfully during an assessment, or
- complete an assessment on or by the due date.

Extenuating circumstances are categorized into the following reasons (see page 3 for further details);

- Medical
- Psychological
- Bereavement / Tangihanga
- Victim of Crime
- Essential sporting, cultural or religious commitments
- Other

Extenuating circumstances do not include;

- Colds or minor illnesses.
- Misreading assessment details such as dates, times or instructions.
- Arriving late to or missing an assessment as a result of technical problems, unless they relate to an officially notified failure of Yoobee equipment.
- Loss or damage to work (digital or physical); it is the student's responsibility to be backing up/copying work

TYPES OF SPECIAL CONSIDERATION

If an assessment is, or is going to be affected by extenuating circumstances beyond your control, the special consideration form can be used to apply for the following;

An Extension

If you are aware of an extenuating circumstance that is affecting or will affect an assessment, you must apply for an extension as soon as possible. Applications must be completed no later than 2 working days before the assessment date or submission date.

Where an assessment is late or missed due to an *unanticipated* circumstance, you must communicate with your Tutor as soon as possible and use the special consideration form to apply for an extension.

The College may, at their discretion, retrospectively award an extension.

Compassionate Consideration

If you do not pass an assessment within the three allowed attempts, you may apply for compassionate consideration.

- The application/special consideration form must be submitted within one week of receiving the final assessment results.
- The College may resolve your request in multiple ways which may include requesting more assessment related material or examining work completed for other assessments
- The tutor/team leader will submit the appropriate material to the relevant Board of Studies, who will decide the required action to grant approval or decline the application

Impaired Performance

If you have completed an assessment but believe your performance or preparation was impaired by extenuating circumstances, you may complete a 'special consideration' application.

WHAT YOU WILL NEED FOR PREPARING YOUR APPLICATION

You will need to prepare the following documents and information to apply for special consideration;

Explanation letter

Present your case detailing your situation and why your circumstances are exceptional or beyond your control. This can be typed/copied into the form or attached to your application form.

Supporting evidence

You must provide suitable supporting evidence of your extenuating circumstance, see page 3 for examples of suitable evidence.

Assessment Information the application applies to (Refer to assessment materials for this information).

Assessment Name

Assessment Due/Sit Date

Your student ID

HOW TO APPLY

Once you have the above information collated, complete the 'Special Consideration Application Form' and submit the application to the Board of Studies;

Email: boardofstudies@yoobee colleges.com

Email subject: Your programme of study

Note: You may seek guidance from a staff member (such as your tutor) to help put your application together.

WHAT HAPPENS NEXT?

The College will review your application and notify you of the outcome, providing guidance on the next steps.

POTENTIAL REASONS FOR YOUR APPLICATION AND EXAMPLES OF SUITABLE EVIDENCE

Below is a list of extenuating circumstance reasons, including examples and possible sources of evidence:

Reason	Example	Suitable Evidence
Medical	Personal illness, injury or medical issues relating to yourself or a dependent.	<p>You must provide a medical certificate completed by a suitably qualified person.</p> <p>If you are unable to see a suitably qualified person within 24 hours of the assessment due date/time, you must attach an explanation for the delay to your application.</p> <p>For applications based on medical reasons, suitably qualified persons include persons registered as medical practitioners, dental surgeons, midwives and chiropractors and other appropriate registered health professionals.</p> <p>Note: colds and minor illnesses are not considered grounds for special consideration – you need to be seriously impaired for your application to be approved.</p>
Psychological	Emotional/mental issues affecting you, such as i. Being involved in or witnessing a traumatic event, such as a motor vehicle or other accident, or significant injury to another person. ii. Sudden injury to, or illness of a close relative or other significant person. iii. Being exposed to a fire, earthquake or significant natural disaster. iv. Episode where your mental health is affected in a serious way.	<p>You must provide a medical certificate completed by a suitably qualified person.</p> <p>For applications based on emotional/mental reasons, suitably qualified persons include persons registered as counsellors, psychiatrists, psychologists, psychotherapists.</p> <p>Note: stress relating to studies and balancing work/life are not considered grounds for special consideration. You need to be seriously impaired for your application to be approved.</p>
Bereavement/ Tangihanga	Death of a close relative or other significant person.	<p>You will need to specify your relationship to the deceased and must provide a copy of one of the following:</p> <ul style="list-style-type: none"> • Death certificate • Death notice from newspaper (usually available online). This should include your name or family name as proof of relationship. • Order of Service from funeral • A letter of support from the officiating chaplain kai karanga, a kaumatua or equivalent <p>Alternatively, you may provide evidence for Emotional/Mental reasons as per above section.</p>
Victim of Crime	Crime involving violence or loss.	You must provide a Police Incident Report indicating the date of the incident.
Essential sporting, cultural or religious commitments	A sporting or cultural commitment representing your country or region, or religious commitment.	<p>You must provide an official letter from the relevant sporting or cultural organisation or your coach/cultural or religious leader confirming your selection/commitment and the date(s) you will be unavailable due to the commitment.</p> <p>Applications must be made at least 2 days before the start date of the commitment and/or assessment event.</p>
Other	Any other exceptional circumstances not covered above.	As appropriate.