

# Vocational Education Special Consideration

## Special Consideration

Special Consideration is a measure, or action taken, to assist a student who is experiencing exceptional circumstances that prohibit them from meeting their assessment due date.

While students are required to complete all assessment items within the enrolment period, Kaplan Professional (Kaplan) understands that, at times, exceptional circumstances may compromise a student's ability to meet their assessment deadline. In recognition of this, Kaplan allows students to apply for special consideration.

If a student believes they are eligible for special consideration, they should submit to Kaplan their completed special consideration application, prior to the assessment due date. This allows the student's assessment due date to be rescheduled, if required.

The special consideration application is 'Section 1' and 'Section 2' of this document.

Information on how to complete the special consideration application can be found in the 'special consideration application process' section of this document.

Students have a responsibility to act honestly and truthfully when applying for special consideration.

Any student suspected of submitting an application for special consideration that is false, misleading or untrue, will be investigated in accordance with Kaplan's Academic Integrity and Misconduct Policy and appropriate action will be taken. The Academic Integrity and Misconduct Policy can be found in the Vocational Education Student Policies section on the Kaplan website.

## Circumstances considered under special consideration

Students may apply for special consideration if they are prevented from completing an assessment or if they feel their assessment performance has been affected by:

- serious illness/injury\*
- personal trauma\*
- bereavement
- natural disaster
- adverse/unforeseen circumstances
- high/increased workloads at the students' place of work.

\* If citing serious illness/injury or personal trauma, a registered medical practitioner or counsellor must complete Section 2: Medical Documentation, or students can supply a medical certificate from their medical practitioner

If students are required to travel overseas for any of the above circumstances, they must ensure they also provide a copy of their travel itinerary along with their application.

## Reasonable Adjustment

Do you have an ongoing medical condition or provide ongoing care? We are here to help, should you wish to discuss this further then please email our Student Resolutions team [studentadviser@kaplan.edu.au](mailto:studentadviser@kaplan.edu.au)

## Circumstances not considered under special consideration

Generally, circumstances not considered under special consideration, include but are not limited to:

- events such as weddings, holidays, conferences etc.
- applications submitted after the enrolment period has ended\*

## Possible special consideration outcomes

### Assessments:

- If no attempt at the assessment has been made, an extension to the due date may be granted at no charge. The length of the extension will be determined with reference to the students' supporting documentation.
- If the student completes their assessment and Kaplan is of the opinion that the event/s listed for special consideration may have reduced the student's capacity to perform to the best of their ability, the student may be offered the opportunity to attempt the assessment again.

## Special consideration application process

### Student:

1. Complete 'Section 1: Special Consideration Application form'.
2. If applying on medical grounds, complete 'Section 2: Medical Documentation' or attach a medical certificate.
3. If applying on other grounds, attach all relevant supporting documentation eg letter from employer, legal documents, police report etc.
4. Ensure your supporting documentation includes clear information on the dates you have been impacted to support your circumstances.
5. Submit completed Special Consideration Application form and supporting documentation to [studentadviser@kaplan.edu.au](mailto:studentadviser@kaplan.edu.au) prior to the enrolment period end date\*.

### Kaplan:

1. Upon receipt, the Special Consideration Application will be reviewed by the Manager, Student Resolutions.
2. The student will be notified of the Special Consideration outcome via email and within five (5) business days of receipt of the application.
3. The Special Consideration Application outcome will be actioned accordingly at the time of notifying the student.

\* Applications for special consideration will not be considered after the enrolment period, unless the student can provide credible evidence that the request for special consideration could not be submitted prior to the enrolment period end date.

Students who wish to appeal the outcome of their special consideration application should refer to the Grievances, Complaints and Appeals Policy [www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)

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## SECTION 1: SPECIAL CONSIDERATION APPLICATION

Personal information			
Student ID:			
Name:			
Address:			
Email:			
Phone (Work):		Phone (Mobile):	
Subject:			
Course:			
Assessment for which special consideration is sought:			
<input type="checkbox"/> Exam	<input type="checkbox"/> Quiz	<input type="checkbox"/> Written Assignment	<input type="checkbox"/> Oral Assignment
Special consideration is being sought on the grounds of:			
<input type="checkbox"/> Illness/Injury		<input type="checkbox"/> Adverse personal circumstances	
If applicable, extensions will only apply for the period as outlined in your supporting documentation and will be applied from your enrolment period end date.			
Please specify reason for application:			
Do you suffer from a permanent/ongoing medical condition?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Declaration			
I have read and understood the guidelines on this application, and I also understand that the submission of an application for Special Consideration does not automatically mean it will be approved. I give Kaplan permission to contact medical practitioners or other relevant parties to verify authenticity of the supporting documentation I have provided in my application.			
Signed (Student):		Date:	

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## SECTION 2: MEDICAL DOCUMENTATION

This section of the form must be completed by the registered medical practitioner or counsellor of the student who is applying for Special Consideration with Kaplan. Alternatively a medical certificate can be submitted with the application form.

Please complete the details below and ensure that the student is provided with appropriately detailed documentation that is legible. Note that your comments about the student's condition should be specific, clear, and not 'general' in nature.

Personal information			
Student name:			
Date/s of consultation:			
Duration			
Please indicate your evaluation of the duration and effect on the student's ability to attend examinations/submit assessments by the required Kaplan timeframes:			
From:		To:	
Plain English description of nature of: illness, symptoms, restrictions on capacity to study.			
Attach relevant documentation (bearing in mind privacy requirements)			
Medical Practitioner/Counsellor			
Medical Practitioner /Counsellor Name:			
Practice Name:			
Address			
Phone number:		Provider Number:	
Your official stamp here			
Signature:		Date:	

**email to** studentadviser@kaplan.edu.au

**mail to** Kaplan Professional, Special Consideration Application, Level 12, 45 Clarence Street, Sydney, NSW 2000

**Application Assistance** Contact our Student Services team on 1300 662 203 (option 1)