

# Special Consideration Policy

**Policy Review Date:** 21/03/2025

**Next Review Date:** 21/03/2026

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## **Purpose**

The objective of the Special Consideration Policy is to ensure that students who encounter unforeseen and unavoidable circumstances, which may negatively impact their academic performance, are treated equitably and offered suitable support. This policy sets out the criteria for eligibility, the process for requesting special consideration, and the potential adjustments that may be made.

## **Scope**

This policy applies to all students enrolled at FSOB and encompasses all forms of assessment, including coursework, examinations, and other evaluative methods.

## **Eligibility Criteria**

To qualify for special consideration, students must provide evidence that they have experienced one or more of the following situations:

- Acute illness or injury.
- Bereavement due to the death of a close family member or friend.
- Natural disasters or severe weather conditions preventing attendance or access to necessary resources.
- Personal or family crises, such as domestic violence, divorce, or other unforeseen and unavoidable events.
- Any other exceptional circumstances deemed appropriate by the institution.

## **Requesting Special Consideration**

- Students must submit a written request for special consideration, along with the necessary supporting documentation (e.g., medical certificates, death notices, police reports), to the relevant department or faculty within a specified timeframe, typically within 3-5 working days following the affected assessment.
- The request must detail the circumstances, the impact on the student's academic performance, and the specific adjustments being requested.

- The college may request additional information or documentation to verify the legitimacy of the request.

### **Assessment and Decision**

- Requests for special consideration will be evaluated individually by the appropriate department or faculty, considering the nature of the circumstances, the provided documentation, and the student's academic history.
- The student will be notified of the decision in writing, usually within 5-10 working days of receiving the request.

### **Possible Adjustments**

If the request for special consideration is accepted, the college may offer one or more of the following adjustments, based on the specific situation and the nature of the assessment concerned:

- Extension of deadlines for coursework or other assignments.
- Rescheduling of examinations or other evaluations.
- Provision of alternative assessment methods or formats.
- Re-weighting of assessment components within the same course.
- Aegrotat or compassionate pass in cases of severe and unavoidable circumstances.

### **Appeals**

Students who are dissatisfied with the decision regarding their special consideration request may appeal by following the college's established appeals procedure.

### **Confidentiality**

All requests for special consideration and associated documentation will be treated with the utmost confidentiality. Information will only be shared with relevant staff members on a need-to-know basis.

By enacting this Special Consideration Policy, FSOB reaffirms its commitment to fairness and equity in the assessment process, ensuring appropriate support is provided to students facing unexpected and unavoidable challenges.

FSOB is dedicated to delivering high-quality education and support services that meet the diverse needs of its students and stakeholders, while continuously striving for excellence and improving all facets of the institution.