



# UNSW Australia Business School

## Special Consideration and Supplementary Examination Policy and Procedures for Final Exams in UG Courses

(October 2014)

Never Stand Still

Business School

- i. A panel, consisting of a representative from each School within the UNSW Business School, will consider all applications for Special Consideration concerning the final exam in a course.
- ii. The outcome from lodging a Special Consideration for a final exam is the granting, or not, of a supplementary exam (i.e. additional marks cannot be added). Only in rare and exceptional circumstances will another form of assessment be considered.
- iii. The criteria to be used in determining the granting, or not, of a supplementary exam will be:
  - 1) severity of the illness stated by the medical practitioner,
  - 2) satisfactory performance in the course to date (performance in assessment prior to the final exam and attendance),
  - 3) history of previous applications for special consideration.
- iv. Supplementary examinations will be scheduled approximately two weeks after the official examination period. This schedule will be advertised from the beginning of session. If a student lodges a special consideration request for a final exam, they are indicating they will be available on these days.
- v. If a student attends the regular final, they are extremely unlikely to be granted a supplementary exam. If a student is too ill to perform reasonably on the final exam, they are strongly advised not to attend.
- vi. Where a student is granted a supplementary examination as a result of a request for special consideration, the student's original exam (if one exists) will be ignored and only the mark achieved in the supplementary examination will count towards the final grade.
- vii. Students will be notified by the Associate Dean Undergraduate office of the outcome of their special consideration for the final exam through the University Online Special Consideration system. This notification will be a minimum of 5 working days before the commencement of the supplementary exam time period.
- viii. If a student declines the offer of a supplementary exam, it must be in writing to the Associate Dean Undergraduate prior to the date of the supplementary exam concerned. In this case, the student's original exam, if there is one, will be counted. Non-attendance at a supplementary exam without prior notification does not entitle the student to have the original exam paper marked and may result in a zero mark for the final exam.
- ix. If a student wishes to appeal the decision surrounding their special consideration:
  - 1) They should send a written appeal to the Associate Dean Undergraduate for consideration. This appeal should state the bases on which the student is making the appeal.

2) If the situation is not resolved through Step 1, the written appeal, plus any further documentation, will be sent to and considered by a minimum of two members of the Panel (one representing the School of the course involved).

Failing resolution through the above procedure, normal UNSW Grievance Procedures apply.

- x. Students will be informed of these policies and procedures through the inclusion of an explanatory statement in Course Outlines.