

Special Consideration Policy

Version 1.0

Overview

The purpose of this policy is to ensure that AIM Institute provides a fair, consistent, and transparent process for considering student requests for special consideration in both:

- **Admission decisions (limited application)**
- **Assessment-related adjustments (primary focus of this policy)**

This policy supports student equity, academic integrity, and successful progression through the Bachelor of Construction Project Management while maintaining academic standards aligned with the Higher Education Standards Framework.

Scope

This policy applies to:

- All current and prospective students of AIM Institute
- Domestic and international students
- Academic and administrative staff involved in admissions, teaching, and assessment

This policy applies to:

- Admission applications
- All forms of assessment (assignments, exams, presentations, practical tasks)
- All study periods and units within the Bachelor of Construction Project Management

Policy Statement

AIM Institute recognises that students may experience unexpected or exceptional circumstances that impact their ability to:

- Meet admission requirements
- Complete assessments by required due dates
- Participate in scheduled examinations or learning activities

AIM Institute is committed to ensuring that such circumstances are considered fairly, while maintaining academic integrity, consistency of standards, and the integrity of qualification outcomes.

Special consideration is not intended to provide an academic advantage, but to ensure that students are not unfairly disadvantaged due to circumstances beyond their control.

Principles

The application of this policy is guided by the following principles:

- **Fairness and equity** – all students are assessed consistently
- **Transparency** – processes and outcomes are clearly communicated
- **Academic integrity** – standards of assessment are preserved
- **Consistency** – decisions are evidence-based and uniformly applied
- **Accessibility** – students can easily apply for consideration
- **Supportive practice** – students are supported to continue their studies where possible

Admission Special Consideration

Overview

Admission-related special consideration applies only where applicants do not fully meet published entry requirements but demonstrate potential to succeed in the program.

This section represents a discretionary pathway and is secondary to standard admissions requirements outlined in the Admissions and Enrolment Policy.

Grounds for Admission Special Consideration

Applications may be considered where the applicant has experienced:

- Educational disadvantage (e.g. disrupted schooling)
- Socioeconomic hardship
- Disability or medical conditions impacting prior achievement
- Language or learning difficulties
- Rural or remote education disadvantage
- First-in-family participation in higher education
- Aboriginal or Torres Strait Islander background (with supporting confirmation)

Evidence Requirements

Applicants must provide relevant supporting documentation such as:

- Medical reports or practitioner statements
- Educational support letters
- Statutory declarations (where appropriate)

- Evidence of disadvantage or disruption to study

Decision Authority

- Admissions staff assess eligibility
- Final approval rests with the Dean (or delegated academic authority)

Outcomes

Outcomes may include:

- Conditional offer of admission
- Requirement for additional academic support
- Refusal of admission with written reasons
- Referral to alternative entry pathways (if applicable)

Assessment Special Consideration

Overview

Assessment-related special consideration applies where a student's performance in an assessment task or examination is affected by circumstances beyond their control.

This includes extensions, deferred assessments, or alternative assessment arrangements.

Eligible Circumstances

Applications may be approved in cases involving:

- Medical emergencies or illness
- Acute injury or hospitalisation
- Traumatic or compassionate circumstances
- Serious family emergencies or bereavement
- Sudden change in personal circumstances
- Other exceptional circumstances approved by AIM Institute

Note: Travel, work commitments, or poor time management are not valid grounds.

Types of Special Consideration

AIM Institute may grant:

Assessment Extensions

- Short extensions for assignments or project work
- Must be requested prior to due date (where possible)

Deferred Examinations

- Alternative exam date scheduled after recovery period
- Applies to missed or medically unfit attendance

Alternative Assessment

- Substituted task of equivalent academic standard
- Used in exceptional or ongoing circumstances

Non-Graded Attempt Reset (rare)

- Original attempt voided where fairness requires reassessment

Application Timeframes

- Written assessments: ideally, applications should be submitted at least 7 days prior to due date where possible
- Exams: ideally, applications must be submitted within 48 hours of the scheduled exam or missed assessment

Late applications may be considered only in exceptional circumstances.

Evidence Requirements

All applications must include appropriate evidence such as:

- Medical certificates (dated appropriately to the assessment period) from an in person consultation
- Hospital documentation
- Counsellor or psychologist confirmation (if relevant)
- Statutory declaration (for unforeseen events)

Incomplete applications may be rejected.

Application Process

1. Student submits application to Administration Office or designated system
2. Application is checked for completeness
3. Application is forwarded to academic staff for assessment
4. Academic review is conducted by Unit Coordinator or delegate
5. Decision is approved by Course Director or Dean (where required)
6. Outcome is communicated in writing to the student

Assessment Outcomes

Possible outcomes include:

- Approval of extension
- Approval of deferred assessment
- Approval of alternative assessment
- Rejection (with written reasons)
- No penalty applied where approved

If a student submits an assessment and later applies:

- If approved → assessment attempt may be voided and reassigned
- If rejected → original grade stands

Supplementary Assessments

- Only one supplementary or deferred assessment attempt may be granted per unit per semester
- Timing is determined by academic staff to ensure integrity and consistency
- Must be completed before final grade ratification where possible

Decision Authority

- Unit Coordinator: initial review
- Course Director: approval authority
- Dean: final authority for complex or disputed cases

Appeals

Students may appeal decisions under the **Student Complaints and Appeals Policy**, where they believe:

- The decision was not consistent with policy
- Evidence was not properly considered
- Procedures were not correctly followed

Record Keeping

AIM Institute will retain records of:

- Applications and evidence submitted
- Decisions and justification
- Communication with students
- Academic adjustments granted

All records are stored in the student management system for audit and quality assurance purposes.

Responsibilities

Students are responsible for:

- Applying within required timeframes
- Providing valid and sufficient evidence
- Continuing engagement with studies where possible
- Checking outcomes and revised deadlines

Staff are responsible for:

- Applying policy consistently
- Assessing evidence fairly
- Maintaining confidentiality
- Ensuring timely communication of outcomes

Review

This policy will be reviewed every three years or earlier if required due to changes in regulatory requirements or institutional governance arrangements.

Related documents

Legislation	Higher Education Standards Framework (2021) Privacy Act
Policies and Procedures	Academic Progress and Student at Risk Policy and Procedure

Document Approval

Endorsed by:	Academic Board		
Date endorsed:	23/06/2026		
Effective date:	26/06/2026		
Version number:	1.0		
Last amendment date/by:	26/06/2026,		
Review due date:	23/06/2029		
Related documents:			
Alignment to HESF	1.1 Admission	1.4 Learning Outcomes and Assessment	2.2 Diversity and Equity
Responsibilities:			
Contact:	info@aiminstitute.nsw.edu.au +61 02 4505 1924		

Document Change and Review log

Version	Updated by	Approval date and body	Details
0.1	TWEIR	Choose an item.	draft edition
1.0	TW	AB	First edition