

## Special Consideration for Part III Assessment Policy

### Introduction

Actuaries Institute is dedicated to providing fair and equitable assessment practices for students enrolled in the Part III education program. Occasionally students may be prevented from completing a required Part III assessment task to the best of their ability, due to serious illness, misadventure or adverse personal circumstances beyond their control.

While the Actuaries Institute encourages students to complete all assessment tasks within the time frames set, it recognises that this may not always be possible. As recognition of this, the Actuaries Institute has set in place procedures that allow students to apply for Special Consideration for those assessments affected.

The submission of a request for Special Consideration does not automatically mean it will be approved. Students will be informed of the outcome in a timely manner. The Special Consideration process aims to be fair, consistent and transparent.

**Please note that this policy only applies to the courses directly examined by the Actuaries Institute to apply for special consideration for the ST1 or ST9 exam please refer to the UK mitigating circumstances form available on the website for more information.**

### How to Apply for Special Consideration.

As of May 8, 2014, the procedures outlined below are to be adhered to by students when applying for Special Consideration for examination and/or assignments:

1. Download a copy of the application form from the Part III Education Web site.
2. Complete sections one and two of the application form ('Application Form' and 'General Practitioners' Certificate') and attach relevant documentation.
3. Submit the form to the Education Manager (by email, or express post)
  - a. Within 5 working days of the date of the assessment (**for examinations only**), or
  - b. Prior to the due date of the assessment (for **assignments**). Please note that applications for Special Consideration for **assignments** will NOT be considered after the due date).

Whilst students will receive a confirmation email that their application has been received and is complete, students are advised to keep a copy of their application and all relevant documentation submitted.

### Processing the Application

Once the application has been received by the Education Manager, it will be forwarded to the Chief Examiner (for examinations) or Course Leader (for assignments) for his/her consideration.

After timely consideration by the Chief Examiner or Course Leader, a recommendation will be forwarded to the Education Manager and then the Head of Education. After final approval is confirmed by the Head of Education the student will be informed in writing of the outcome.

Where the Special Consideration request relates to an extension of the assignment due date, students will be notified of the revised date of submission via email/mail.

### Possible outcomes after submission of application:

#### When Special Consideration is submitted for an examination.

1. Application is rejected.
  - a. The student will be awarded the results for the examination he/she attended, or zero if the examination was not attended. The results will then be added to his/her other assessments for an overall grade (pass or fail).
2. Application is accepted. This means that the Chief Examiner and the Board of Examiners are of the opinion that the event/s listed in the Special Consideration have reduced the student's ability to perform to the best of his/her ability.
  - a. No action will be taken if the student is deemed to have passed the overall subject.
  - b. An overall pass will be awarded if the student has sat the examination and:
    - (i) the student has submitted and passed all other pieces of assessment, and
    - (ii) the Chief Examiner and the Board of Examiners are of the opinion that had the events outlined in the application not occurred, the student would have passed.
  - c. A fail will be awarded if the student sat the examination and:
    - (i) the student has not submitted and passed all other pieces of assessment and/or
    - (ii) the Chief Examiner and the Board of Examiners are of the opinion that had the events outlined in the application not occurred, the student would have failed, or
  - d. The sitting of the exam may be carried forward to the next available exam period if the student:
    - (i) has submitted and passed all other pieces of assessments, and/or
    - (ii) in the opinion of the Chief Examiner and the Board of Examiners, the events listed in the Special Consideration stopped the student from attending the exam, or the student was sufficiently incapacitated during the exam so as to be unable to function normally. Students in this situation will be required to pay a fee of 50% of the subject fee for the following semester.

#### When Special Consideration is submitted for an **assignment**

3. Application is rejected.
  - a. The student will be awarded the results for the assignment they submitted, or zero if the assignment was not submitted. The results will then be added to the student's other assessments to obtain an overall grade.
4. Application is accepted
  - a. An extension will be awarded to the student for a up to a maximum of two weeks From the original submission date. Failure to submit the assignment by this due date will result in a zero grade for the assignment or
  - b. The assignment will not be included in the overall grade of the student. In this case the student's overall grade will be determined by the grades received in the other assessments only.



### What constitutes Serious Illness/ Misadventure?

Students have a responsibility to act honestly and truthfully when applying for Special Consideration. Any student found to be submitting an application for Special Consideration that is false, misleading or untrue will be referred to the Institute's Disciplinary Committee under the Code of Conduct.

Special Consideration will not be considered under the following circumstances:

1. Brief illnesses of up to one week's duration that occurs in the weeks prior to an assessment date.
2. High workloads from employers or other organisations.
3. Events (e.g. conferences that occur at the time the assignment is due).
4. When the supporting documentation is incomplete or inadequate.
5. When requests are submitted outside the designated time frames.
6. Computer related problems with assignments (except in cases of burglary, fire or calamity when supporting evidence is supplied).

### Please submit your application to:

Actuaries Institute,

Level 2, 50 Carrington Street,

Sydney, NSW, 2000.

t +61 (0) 2 9233 3466

f +61 (0) 2 9233 3446

e [education@actuaries.asn.au](mailto:education@actuaries.asn.au)

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### Section 1:



Application Form for Special Consideration for Part III Assessment

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_

Candidate number: \_\_\_\_\_ Member number: \_\_\_\_\_

Subject for which Special Consideration is sought:

\_\_\_\_\_

Assessment for which Special Consideration is sought (circle below)

1. Assignment

2. Examination

Period for which Special Consideration is sought:

From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Please state briefly the reason for your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

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**Section 2: Medical Practitioner's Certificate**

This form must be completed by a **registered medical practitioner or counsellor** for a student who is applying for Special Consideration for an assessment in the Actuaries Institute Part III Education Program. Your help in providing information about the student's condition is much appreciated, as it will assist the Actuaries Institute in determining the outcome of the student's application for Special Consideration.

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

Student's Name: \_\_\_\_\_

Date/s of Consultation: \_\_\_\_\_

Please indicate your evaluation of the severity, duration and effect on the student's ability to attend examinations/submit assignments by the required time frames.

Severity of condition (please tick appropriate box)	√	From	To
Totally unable to study/complete work			
Able to complete work with very severe impairment			
Able to complete work with severe impairment			
Able to complete work with moderate impairment			
Able to complete work with slight impairment			
Unable to assess			

Plain English description of: nature of illness, symptoms, restrictions on capacity to work etc. Attach relevant documentation (bearing in mind privacy requirements):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I authorise the Actuaries Institute to contact me or my office to confirm authenticity of this document.**

Doctor/Counsellor Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Provider Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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