



Special Consideration Policy

Approval date: December 2024

Revision Cycle of three years. Due date: November 2027

Approved by: Education Strategy Committee

1. Overview

The Actuaries Institute provides fair and equitable assessment practices for students enrolled in their Education Program and microcredential offerings. Occasionally, students may seek special consideration in respect of their own circumstances where they may be prevented from completing a required assessment task to the best of their ability due to circumstances beyond their control.

2. Objective

The objective of the Special Consideration Policy (Policy) is to provide a framework for considering applications for special consideration from students to ensure an objective and consistent approach.

3. Scope

The Policy covers the following situations:

- Students who experience unexpected or difficult circumstances either before or after commencing their course of study or may require special support in completing the subject or assessments,
- Students who believe they have been prevented from completing a required assessment task to the best of their ability, due to serious illness, misadventure or adverse personal circumstances beyond their control.

4. Definitions

For the purposes of this policy:

Course means any educational course offered by the Institute, including the Education Program and microcredential courses.

Education Operations staff are the individuals who manage and process special consideration applications.

Institute means The Institute of Actuaries of Australia (ACN 000 423 656) known as the Actuaries Institute, its successors and relate bodies corporate, partners and their successors.

Student means a person who is enrolled in a Course offered by the Institute.



5. General principles

The principles on which decisions are made and communicated are:

- The Special Consideration Process that implements this Policy aims to be fair, consistent and transparent.
- Students should be given the opportunity to complete the course of study and assessments wherever possible.
- Education Operations staff will consider any appropriate factors when deciding whether to grant the special consideration.
- The submission of a request for Special Consideration does not automatically mean it will be approved.
- Students will be informed of the outcome of their application in a timely manner.

6. Adjustments to assessment terms

If a student applies for special consideration to alter the terms and conditions of an assessment then minor modifications to meet the agreed need of the student should be adopted where possible. For example, permission for additional time or the support of a scribe for a broken finger may be granted.

Students experiencing unanticipated misadventure during an examination can receive adjustments to assist them to successfully complete the assessment. For example, additional time for a technology issue such as a short-term network disruption.

Students will be assessed on the same basis as all other students after the adjustment to assessment terms has been applied.

7. Consideration for reduction in resit fee

If a student applying for special consideration has not received an adjustment to assessment terms, consideration will be for a reduction in their resit fee.

If the student is a pass, then no special consideration is required. Where a student is not a pass then the special consideration will be considered to determine whether the student will receive a discount to resit.



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8. Reporting

Special consideration outcomes on reduction in resit fees will be reported to the semester's joint Independent Examiners'/Education Strategy Committee meeting.

Education Operations staff will report on special consideration application outcomes to the Education Strategy Committee at least annually.

9. Related policies, documents and procedures

All related policies and procedures are available on our website.