

Special consideration policy

Policy Name	Special consideration policy
Approved By	Adam Collet
Contact Email	info@schoolofwine.com.au
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1. Purpose and Scope

- a. The purpose of this policy is to enable mitigation to allow candidates who have been disadvantaged by temporary illness, injury, indisposition or adverse circumstances at the time of the assessment to demonstrate attainment.
- b. Special considerations will apply to students if
 - i. Performance in an assessment is affected by circumstances beyond the control of the candidate. This may include recent personal illness, accident, bereavement or exam room conditions;
 - ii. Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate;
 - iii. The application of special consideration would not mislead the user of the certificate as to the candidate's attainment.

2. Procedure

- a. After assessing candidates for special considerations School of Wine will submit a "Special Consideration Application Form" to the Exams Manager within 7 working days of the assessment date for which special consideration is being sought. Independent documentation will also be provided such as
 - i. Medical letters, doctor's statements, or other healthcare document to prove such disabilities.
 - ii. These supporting documents must be submitted no later than 14 working days of the assessment date.
- b. All documentation related to application for Special Consideration will be stored and maintained at the School of Wine office.

3. Outcomes

- a. The outcome of an application will be that special consideration is granted, or that special consideration is not granted.
- b. Where special consideration is granted, the candidate will not be excused from meeting a requirement, a standard for performance or qualification which have been objectively set by WSET. Marks will not be adjusted. Exam results are not appealable.