

# Deferred Examinations - Procedures

## 1. Purpose

1.1 The purpose of these procedures is to set out the process of application process for deferred examination requests.

## 2. Scope and application

2. These procedures applies to all staff and students (excluding higher-degree by research students).

## 3. Definitions

Please refer to the University's Glossary of terms for policy and procedures. Terms and definitions identified below are specific to these procedures and are critical to the effectiveness of it:

Course Coordinator is the academic staff member who is responsible for the course.

## 4. Grounds for applying for a deferred examination

4.1 The following are accepted as grounds for applying for a deferred examination and must be accompanied by relevant independent supporting documentation:

- (a) illness or serious health problem.
- (b) serious personal trauma
- (c) a cultural or sporting commitment at State, national or international representative level
- (d) jury duty
- (e) Defence Forces Reserve commitments
- (f) serious incapacity during the central examination period
- (g) religious or cultural grounds or
- (h) exceptional family, work or personal circumstances which are outside of the control of the student.

## 5. Grounds not permitted for applying for a deferred examination

5.1 Approval to sit a deferred examination will not be granted where a student could reasonably have been expected to avoid the circumstances of missing an examination, for example:

- (a) holiday arrangements including international students returning home, regardless of whether travel arrangements have already been made;
- (b) misreading an examination timetable
- (c) social and leisure events including sporting or cultural commitments not at State, national or international representative level or
- (d) medical circumstances where the supporting documentation provided does not indicate an inability to undertake an examination.

## 6. Application deadlines

6.1 If a student is unable to attend the examination at short notice they should contact Student Central on the day or prior to explain their situation and should ensure that the necessary documentation is submitted within three working days. This documentation must include independent evidence to indicate why the student was unable to contact Student Administration before or on the day of the examination. If this is not available then the application may not be considered.

6.2 If a student is incapacitated to such an extent that they are unable to comply with the three day period to submit the application then evidence of this incapacity will need to be supplied to support your application.

### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Academic Registrar and Director, Student Services

### FIRST APPROVED

9 September 2013

### LAST AMENDED

9 September 2021

### REVIEW DATE

4 May 2023

### STATUS

Active

6.3 Students are encouraged to attend the examination wherever possible as submission of an application for a deferred examination does not guarantee its approval. Refer to the Examination information on the UniSC website for advice regarding illness on the day of, or during, examinations.

## 7 Documentation

7.1 All requests for a deferred examination must be submitted on the Application for Deferred Exam Form, available on the UniSC website or from Student Central, and must have attached certified documentation to support the student's circumstances. Applications without appropriate supporting documentation will not be approved.

7.2 Notices from a doctor or other medical provider which simply state 'unfit for work' will not be accepted and where there are medical circumstances these are required to be submitted using the UniSC Application for Deferred Examination Medical Form. Where the nature of the complaint cannot be divulged for privacy reasons, the University will accept a statement from the medical practitioner indicating that the condition cannot be revealed.

## 8. Early sitting of a central examination

8.1 A student who has applied for and is considered eligible for a deferred examination and can provide evidence to indicate that the option for a deferred examination is inequitable due to religious, cultural, medical or sporting commitments may be granted an early examination sitting. All applications will be considered by Student Business Services, a unit within the Division of Student Services and Engagement.

8.2 If an early exam sitting is approved, Student Business Services will make the arrangements for the venue and supervision of the examination in consultation with the Course Coordinator.

8.3 At the discretion of the Course Coordinator, the early examination question paper can be the same as to be undertaken in the examination period. In these circumstances, the student is required to complete a Statutory Declaration to the effect that they will not disclose the contents of the examination question paper to any other students.

## 9. Limits on deferred examinations

9.1 A deferred examination is a final opportunity for a student to sit their central examination at a specified later date in order to complete requirements for the course. The student must take this opportunity to sit their examination to complete the requirements of the course.

9.2 A student who does not sit for their deferred examination will receive zero marks for the examination.

9.3 If a student is unable to undertake a deferred examination and they can provide evidence to support exceptional or special circumstances they may submit an application for special consideration as per the Review of Assessment and Final Grade - Procedures.

END

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### RELATED DOCUMENTS

- Assessment: Courses and Coursework Programs - Academic Policy
- Assessment: Courses and Coursework Programs - Procedures
- Central Examinations - Procedures
- Coursework Curriculum - Academic Policy
- Coursework Curriculum - Procedures
- Grades and Grade Point Average (GPA) - Academic Policy
- Review of Assessment and Final Grade - Procedures
- Students with a Disability - Operational Policy
- Supplementary Assessment - Procedures

### LINKED DOCUMENTS

- Assessment: Courses and Coursework Programs - Academic Policy