

DEFERRAL OF ASSESSMENT ITEMS

Overseer: Academic Dean
 Approval Authority: PBC Academic Council
 Review Schedule: 3 yearly Next Review Due: Jan 2012

Review Table			
Date	Review Type	Summary of Changes	Review person/group
	<ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 		
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven

1. Deferral of Assessment Items

- 1.1. If a student is unable to meet the due date requirements of an assessment item they should seek approval to defer the assessment item.
- 1.2. A student may be granted deferral of any form of assessment in the following circumstances:
 - 1.2.1. medical grounds;
 - 1.2.2. representation in sporting or cultural activities at state, national or international level;
 - 1.2.3. compassionate grounds (i.e. bereavement); or
 - 1.2.4. special unforeseen circumstances.
- 1.3. Students will be required to supply supporting documentation (e.g. medical certificate) where appropriate.
- 1.4. When circumstances are known to exist before the due date or scheduled time for the assessment item, application for deferral must be made in advance. This request should be submitted to the unit lecturer.
- 1.5. When a student misses a due date or scheduled time for the assessment item because of circumstances which arise which would not have allowed the student to contact the lecturer in advance, the student must contact the unit lecturer as soon as possible under the particular circumstances. The student will still be required to submit an application for deferral as soon as reasonably possible given the circumstances.
- 1.6. Assessment Items which are submitted past the due date without the submission of written approval to defer the item will be considered as Late Assessment Items. See Late Assessment Item Policy for late assessment penalties.

- 1.7. In the case of 1.2.3 and 1.2.4 above unit lecturers should seek the approval of the Academic Dean before approving the deferral of assessment.

2. Written work for Submission

- 2.1. Students must apply for deferral via the 'Application for Extension of Assessment Item' form.
- 2.2. Deferral of assignments for not more than one week requires the approval of the lecturer. (Lecturer to sign extension form).
- 2.3. Deferral of assignments for more than one week also requires the approval of the Academic Dean. (Lecturer and Academic Dean to sign extension form).
- 2.4. The 'Application for Extension of Assessment Item' must include a new agreed date for the submission of the assessment item.
- 2.5. If the deferral is approved, the lecturer shall make a copy of the extension form to put in the students file and return the original to the student.
- 2.6. The student is required to attach their copy of the extension form to the front of their assignment as evidence of the approved new date for submission.
- 2.7. Where a student has been granted a deferral of an assignment, the assignment must be submitted no later than the extended date. In such cases, late assignments will not be accepted; with the result the student will automatically fail the unit.

3. Deferral of Presentations

- 3.1. Students must apply for deferral via the 'Application for Extension of Assessment Item' form.
- 3.2. Deferral of presentations for not more than one week requires the approval of the lecturer. (Lecturer to sign extension form).
- 3.3. Deferral of presentations for more than one week also requires the approval of the Academic Dean. (Lecturer and Academic Dean to sign extension form).
- 3.4. The 'Application for Extension of Date of Submitted Work' must include a new agreed date for the submission of the assessment item.
- 3.5. If the deferral is approved, the lecturer shall make a copy of the extension form to put in the students file and return the original to the student.
- 3.6. The student is required to submit their copy of the extension form to the lecturer on the presentation day as evidence of the approved new date for the presentation.
- 3.7. Where a student has been granted a deferral of a presentation, the presentation must occur no later than the extended date. If the student is unable to complete the presentation on the extended date they would fail this item, with the result the student will automatically fail the unit.

4. Deferral of Tests or Examinations

- 4.1. Students must apply for deferral via the 'Application for Extension of Date of Test or Examination' form.
- 4.2. Deferral of assignments for not more than one week requires the approval of the lecturer. (Lecturer to sign extension form).
- 4.3. Deferral of assignments for more than one week also requires the approval of the Academic Dean. (Lecturer and Academic Dean to sign extension form).
- 4.4. The 'Application for Extension of Date of Test or Examination' must include a new agreed date for the test or examination.
- 4.5. If the deferral is approved, the lecturer shall make a copy of the extension form to put in the students file and return the original to the student.
- 4.6. The student is required to supply their copy of the extension form to supervising lecturer on the new date of their examination.
- 4.7. Students failing to sit the examination on or before the new agreed date will fail the exam; with the result the student will automatically fail the unit.