1. Policy Statement and Objective

The Deferred and Supplementary Assessment policy provides a fair and equitable strategy for students to complete assessment tasks when adverse circumstances preclude a timely or successful completion of assessment, including final examinations. Authorisation for granting deferred or supplementary assessments is normally delegated by the Board of Examiners to the Board of Study and Assessment or the Director of Higher Education.

The Deferred and Supplementary Assessment policy will generally apply to examinations and/or meetings of the Boards of Study and Assessment (assessment extension guidelines are provided in the Assessment Principles and Design policy). The Deferred and Supplementary Assessment policy is complementary to the Assessment Principles and Design, Examinations and Academic Grade and Status policies and procedures.

2. Deferred Assessment

2.1 Deferred Examination

a) A student may request a deferred examination in the event of exceptional circumstances, including (but not limited to) injury, illness or significant family/personal issues.

b) The application must be submitted within five (5) working days after the examination date.

c) The application must be accompanied by signed, original documentary proof (scans or other electronic evidence are not permitted). The signatory may be a registered health professional, a public notary or other relevant authority, applicable to the reason for the application. The Director of Higher Education (or delegate) reserves the right to seek clarification or further evidence from the signatory.

d) A student application for deferred examination must be submitted to the Chair of the Board of Study and Assessment. The application will be considered by the Board of Study and Assessment at the end-of-semester ‘Assessment Meeting’.

e) The Board of Study and Assessment may refer the application to the Director of Higher Education or to the Board of Examiners for approval/ratification.

f) The student should be advised of the outcome of their application by the unit co-ordinator or the Chair of the Board of Study and Assessment, within five (5) working days of the Assessment Meeting.

g) All documentation must then be forwarded to the Higher Education Student Co-ordinator and retained in the student’s academic record.
h) The student must attend the scheduled Deferred Examination, unless otherwise approved by the Director of Higher Education or the Board of Examiners.

i) A request to defer a Deferred Examination must be supported by the Chair of the Board of Study and Assessment and submitted to the Director of Higher Education for approval. If approved, the student must attend the scheduled Special Deferred Examination. No further deferrals will be considered.

j) A student who fails a Deferred Examination will not normally be eligible for a Supplementary Examination, unless supported by documentary evidence of exceptional circumstances, endorsed by the Chair of the Board of Study and Assessment and approved by the Director of Higher Education. If approved, the student must attend the scheduled Special Supplementary Examination. Requests to defer Special Supplementary Examinations will not be considered.

k) Deferred Examinations must be conducted before the end of the following study period and the results ratified by the Board of Study and Assessment. The Chair of the Board of Study and Assessment must provide a report to the Director of Higher Education for any students with incomplete results from a previous period of study.

l) Grades will be in accordance with the Academic Grade and Status policy and procedure.

2.2 Extraordinary Extension of Assessment Deadline (excluding examinations)

a) A request for extraordinary extension of due dates for assessment may be referred to the Board of Study and Assessment for consideration. An extraordinary extension will likely apply to circumstances where lengthy extensions are required or requests are escalated by the unit coordinator. The request will normally be considered at a Board of Study ‘Assessment Meeting’.

b) In accordance with the Assessment Principles and Design policy, a student may request an extraordinary extension (deferral) of an assessment task, due to exceptional circumstances, including (but not limited to) injury, illness or significant family/personal issues.

c) Regardless of the circumstances, the student must apply for assessment extension in accordance with the procedure for deferred examination requests. The application should be submitted prior to the due date, where possible, or up to five (5) working days after the due date (with a verifiable explanation as to why the application could not be made prior to the due date).

d) A student application for extraordinary extension must be accompanied by signed, original documentary proof (scans or other electronic evidence are not permitted) and must be submitted to the Chair of the Board of Study and Assessment for approval by the Board.

e) The documentation must be forwarded to the Higher Education Student Co-ordinator and retained in the student's academic record.

f) The student should be advised of the outcome of their application by the unit co-ordinator or the Chair of the Board of Study and Assessment, within five (5) working days of the Assessment Meeting.

g) The period of extension will be determined by the Board of Study and Assessment and ideally will be five to seven (5-7) working days from the date of notification.

h) Deferred Assessments must be conducted before the end of the following study period and the results ratified by the Board of Study and Assessment. The Chair of the Board of Study and Assessment must provide a report to the Director of Higher Education for any students with incomplete results from a previous period of study.
3. Supplementary Assessment

3.1 Supplementary Examination

a) The Board of Study and Assessment may award a Supplementary Examination to a student, based on the following criteria:

   i) All required assessment tasks for the unit have been attempted.

   ii) No more than one unit in a semester (period) of study has been failed (<50% overall).

   iii) No more than ONE examination has been failed in the semester (or period of study).

   iv) The final result for a unit in which a Supplementary Examination is awarded must be at least 45%.

   v) The final examination result must be at least 45%, unless otherwise approved. A Supplementary Examination cannot be awarded if the final examination result was less than 40%.

   vi) A maximum of ONE supplementary assessment (examination or other) may be awarded each semester, unless otherwise recommended by the Board of Study and Assessment, in exceptional circumstances, and approved by the Director of Higher Education and the Chair of the Board of Examiners.

b) A student must pass the Supplementary Examination to pass the unit. Unless otherwise approved, a pass mark will be at least 50%.

c) A student with academic sanctions during the semester (e.g., plagiarism or misconduct) will not be eligible for a Supplementary Examination.

d) The Board of Study and Assessment may refer a recommendation for Supplementary Examination to the Director of Higher Education or to the Board of Examiners for approval/ratification.

e) The student should be advised by the unit co-ordinator or the Chair of the Board of Study and Assessment that a Supplementary Examination has been awarded, within five (5) working days of the Assessment Meeting.

f) The student must attend the scheduled Supplementary Examination, unless otherwise approved by the Director of Higher Education or the Board of Examiners.

g) A request to defer a Supplementary Examination must be made in accordance with this policy and supported by the Chair of the Board of Study and Assessment and submitted to the Director of Higher Education for approval. If approved, the student must attend the scheduled Deferred Supplementary Examination. No further deferrals will be considered.

h) Supplementary Examinations will be conducted before the commencement of the next study period and the results ratified by the Board of Study and Assessment (out of session), unless otherwise approved by the Director of Higher Education.

i) Grades will be in accordance with the Academic Grade and Status policy and procedure.

j) Students or their representatives cannot request a Supplementary Examination prior to the Board of Study and Assessment meeting. However, an appeal may be submitted to the Chair of the Board of Study and Assessment or the Director of Higher Education after the official release of student results. Any appeal must be in accordance with the Student Academic Appeals policy.
3.2 Supplementary Assessment (excluding examinations)

a) The Board of Study and Assessment may award a Supplementary Assessment (other than an examination) to a student, based on the following criteria:
   i) All required assessment tasks for the unit have been attempted.
   ii) No more than one unit in a semester (period) of study has been failed (<50% overall).
   iii) No more than ONE assessment task has been failed in the semester (or period of study).
   iv) The final result for a unit in which a Supplementary Assessment is awarded must be at least 45%.
   v) A maximum of ONE supplementary assessment (examination or other) may be awarded each semester, unless otherwise recommended by the Board of Study and Assessment, in exceptional circumstances, and approved by the Director of Higher Education and the Chair of the Board of Examiners.

b) A student must pass the Supplementary Assessment to pass the unit. Unless otherwise approved, a pass mark will be at least 50%.

c) Special consideration for Supplementary Assessments must be referred to the Director of Higher Education.

d) A student with academic sanctions during the semester (e.g., plagiarism or misconduct) will not be eligible for a Supplementary Assessment.

e) The Board of Study and Assessment may refer a recommendation for Supplementary Assessment to the Director of Higher Education or to the Board of Examiners for approval/ratification.

f) The student should be advised by the unit co-ordinator or the Chair of the Board of Study and Assessment that a Supplementary Assessment has been awarded, within five (5) working days of the Assessment Meeting.

g) The student must attend the scheduled Supplementary Assessment, or meet the specified deadline for submission, unless otherwise approved by the Director of Higher Education or the Board of Examiners.

h) A request to defer a Supplementary Assessment must be made in accordance with this policy and supported by the Chair of the Board of Study and Assessment and submitted to the Director of Higher Education for approval. If approved, the student must attend the scheduled Deferred Supplementary Assessment or meet the revised deadline. No further deferrals will be considered.

i) Supplementary Assessments must be concluded before the commencement of the next study period and the results ratified by the Board of Study and Assessment (out of session), unless otherwise approved by the Director of Higher Education.

j) Grades will be in accordance with the Academic Grade and Status policy and procedure.

k) Students or their representatives cannot request a Supplementary Assessment prior to the Board of Study and Assessment meeting. However, an appeal may be submitted to the Chair of the Board of Study and Assessment or the Director of Higher Education after the official release of student results. Any appeal must be in accordance with the Student Academic Appeals policy.
4. Assessment Design

a) Deferred and Supplementary Assessment tasks must be the same as the original activity in design and duration, and similar in scope.

b) In special circumstances, the original activity may be used for a deferred assessment, with approval from the Chair of the Board of Study and Assessment.

c) In special circumstances, a Supplementary Assessment may be of different design or duration to the original activity, if approved by the Board of Study and Assessment (for example, if the original activity had multiple components, not all of which require supplementary assessment).

5. Deferred and Supplementary Examination Timetable

a) Deferred and Supplementary Examinations will normally be conducted 10-15 working days after the end of the final examination period.

b) The Deferred and Supplementary Examination Timetable will normally be released at the same time as the final examinations timetable.

c) Notification of the results from Deferred and Supplementary Examinations should be within five (5) working days after the final day of the Deferred and Supplementary Examination period.

6. Appeals

a) A student has the right to appeal decisions on deferred and/or supplementary assessments, in accordance with the Student Academic Appeals policy.

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Policy History

Version 1: Prepared for TEQSA Application for Registration as a Higher Education Provider (June 2012). Authorised by WCI Managing Director.

Version 2: Policy benchmarked by Director of Higher Education, against publicly-available resources from three Australian higher education providers. Revised by the Board of Examiners (16/4/2013) and reviewed by the Boards of Study and Assessment. Approved by WCI Academic Board (20/5/2013). Authorised by WCI Managing Director (7/6/2013).

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