

OVERVIEW

SCOPE AND APPLICATION

POLICY PRINCIPLES

PROCEDURES

1. Eligibility for a Modified Arrangement
2. Assessment Extensions
3. Replacement Examinations
4. Additional Assessment
5. Deferring a Modified Arrangement
6. Applying for a Modified Arrangement

AUTHORITIES

DEFINITIONS

**OVERVIEW**

Assessment is a core academic activity and an essential component of the learning process. The Assessment



- i. grant an extension to the Assessment Deadline of up to 10 business days (or up to 3 business days for student's enrolled in Online Programs) or;
  - ii. allow other Modified Arrangements in accordance with Procedure 2c and 2d; or
  - iii. reject the application if the student is not eligible.
- c) If a Course Coordinator believes that a student's Circumstances are exceptional and that it would not be reasonable to extend the Assessment Deadline by only 10 business days (or only 3 business days for students enrolled in Online Programs) the Course Coordinator may, in consultation with the Head of School (or delegate):
  - i. allow the student to complete an alternative assessment task in place of the original assessment task with an Assessment Deadline specified by the Course Coordinator; or
  - ii. after confirming that the faculty and school will support such an application, recommend that the student apply to withdraw from the course without obtaining a Fail grade; or
  - iii. allow an extension to the Assessment Deadline of more than 10 business days provided that the mark will be available before the date that a Result Pending grade is automatically converted to a Fail grade.
- d) If it is not academically practicable or reasonable to provide an extension, the Course Coordinator may:
  - i. recommend to the Assessment Review Committee that the student be awarded a final mark obtained by excluding the assessment in question and proportionally scaling up the student's marks for work completed during the course if:
    - 1) it would be to the student's advantage to do so; and
    - 2) the original assessment task was worth 20% or less of the total course assessment; and
    - 3) the student has completed all other assessment tasks in the course; or
  - ii. after confirming that the faculty and school will support such an application, recommend that the student apply to withdraw from the course without a Fail grade; or
  - iii. negotiate with the student to transfer the weighting percentage of the assessment task to an alternative exam(s) or assessment(s) (for example, if the assessment was weighted at 10% and an exam at 50%, the new weighting of the exam would be 60%) provided that the new weighting of the exam does not breach the [Assessment for Coursework Programs Policy](#).

### **3. Replacement Examinations**

- a) A student may apply for a Replacement Examination in accordance with Procedure 7 if, as a result of their Circumstances they were, are, or will be unable to demonstrate their true level of competence in a Primary Examination.
- b) If a student is granted a Replacement Examination prior to the Primary Examination they become ineligible to sit the Primary Examination. In the event the student sits the Primary Examination the grant of the Replacement Examination will be revoked and no further applications for a Replacement Examination will be considered for that examination.
- c) If a student sits a Primary Examination they will not be eligible for a Replacement Examination unless:
  - i. their Circumstances arose during the Primary Examination; and
  - ii. they made an examination invigilator aware of their Circumstances before 50% of the time allowed for the examination had lapsed; and
  - iii. they did not complete the examination.

If the student then submits an application for a Replacement Examination which is rejected then the Primary Examination will be marked and will count towards the student's final mark.

d)

- ii. be equivalent, though not identical to the Primary Examination; and
  - iii. take place at a time and venue nominated by the University.
- e) Students must ensure that they are available to sit a Replacement Examination at the time and venue nominated by the University.

#### **4. Discretionary Additional Assessment**

- a) Students who are not eligible for a Modified Arrangement in accordance with Procedure 1 a may apply for a Discretionary Additional Assessment in accordance with Procedure 7.
- b) Discretionary Additional Assessment will only be granted to a student on a single occasion throughout their studies at the University.
- c) Students will be given at least 3 calendar days' notice of a Deferred Additional Assessment if approved.
- d) The maximum mark available to a student for a course for which they have completed a Discretionary Additional Assessment is the lowest passing grade available for the course or Non-Graded Pass.
- e) A student who has undertaken all assessment for a course and received a fail grade that doesn't qualify for Additional Assessment will not be eligible for Discretionary Additional Assessment.

#### **5. Additional Assessment**

- a) An Additional Assessment provides an add

- i) The Deputy Vice-Chancellor & Vice-President (Academic) may exempt a program or course from the application of Procedure 5 for up to 5 years and 2 years respectively if there are sound academic reasons to do so. All exemptions will be reported to the Quality Enhancement Committee.  
Students must ensure that they are available to sit an Additional Assessment at the time and venue nominated by the University.

**6. Deferring a Modified Arrangement**

- a)

released by the University or within 3 business days of the student becoming aware of the Extenuating Circumstance, whichever is latest; or

- 3) the student's Circumstances arose during the 3 business days before the Primary Examination Date, in which case students must submit the form at their earliest opportunity and Procedure 7c will apply.
- iv. To apply for an Additional Assessment for a Last Course a student must submit an [Application for Additional Assessment](#) form within 3 business days of notification of their final course grade being released.
  - v. To apply to Defer a Modified Arrangement, the student must submit the appropriate [Application for Replacement Examination](#) or [Application for Assessment Extension](#) form, at least 3 business days before the Replacement Exam, the Additional Assessment Deadline or deferred Assessment Deadline.
  - vi. To apply for a Discretionary Additional Assessment, the student must submit the appropriate Application for Discretionary Additional Assessment form at their earliest opportunity.



<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Assessment	whole course in specified circumstances)	of Course Coordinator	



<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
		for Modified Arrangements	Administration	

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