

Alternate Examination Sitting Policy (GC)



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Alternate Examination Sitting Policy (GC)
Brief Description	This Policy applies to examinations which are centrally scheduled by Griffith College. This Policy outlines that where, in exceptional circumstances beyond the student's control, a student is unable to sit an examination at the scheduled time, the student may be granted an alternate examination sitting.
Responsibility	Academic Director
Initial Issue Date	03/10/2008
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
14/09/2022	5	Added RASCI table	Manager, Student and Academic Services

Related Documents

Name	Location
Application for Alternative Examination Sitting	Forms

Contents

1	Purpose and Scope	3
1.1	Introduction	3
1.2	Purpose	3
1.3	Scope	3
2	Policy Statement.....	3
2.1	Overview.....	3
2.2	Documentation Required in Support of Alternate Examination Sitings	3
3	Responsibilities	4
4	Compliance	4
4.1	General	4
4.2	Relevant Legislation.....	4
4.3	Review	4
4.4	Records Management.....	5

1 Purpose and Scope

1.1 Introduction

This Alternate Examination Sitting Policy sets out the approach of Griffith College relating to the management of students applying to sit for an alternative examination.

1.2 Purpose

The purpose of this Policy is to confirm that Griffith College supports students in circumstances beyond the student's control and allows the student an opportunity to apply for an alternate examination sitting.

1.3 Scope

This Policy applies to all Griffith College students and to examinations which are centrally scheduled by Griffith College.

2 Policy Statement

Where, in exceptional circumstances beyond the student's control, a student is unable to sit an examination at the scheduled time, the student may be granted an alternate examination sitting. An alternate examination sitting will be scheduled during the published examination period taking into account the circumstances of the student. If, through circumstances beyond the student's control, he/she is unable to attend the alternate exam during the published examination period, the student should apply for a deferred examination.

2.1 Overview

Alternate examination sittings will only be approved in the following circumstances:

- the student's individual timetable falls outside the timetabling guidelines;
- religious convictions;
- work commitments beyond the student's control;
- wedding;
- military service;
- sporting or cultural commitment at state, national or international level.

An [Application Form](#) for an alternate examination sitting must be in writing and be lodged within 5 working days of the publication of the centrally scheduled examination timetable. The application must be accompanied by supporting documentary evidence. Applications for alternate examination sittings are approved by the Academic Director [or delegate].

Where a student undertakes an alternate examination sitting, the student is required to complete a Declaration to the effect that, in the situation of sitting prior to the normal scheduled examination time, they will not disclose the contents of the examination paper to any other student and, in the situation of sitting after the normal scheduled time, they have not been given information about the contents of the examination paper by other students.

Students who cannot sit examinations because of illness, accident, disability, bereavement or other compassionate circumstances may apply for a deferred examination, and should not apply for an alternate examination sitting.

Applications for alternate examination sittings will not be approved for students unless they fall into one of the categories outlined above. For example, students who want to sit early so they can return home early will not be permitted to do so. All students are expected to be available for the full examination period. Booking a plane ticket prior to the end of the examination period is not considered an adequate reason for an alternate examination sitting.

All applicants will be notified of their outcomes via email within three working days of receipt of their application.

2.2 Documentation Required in Support of Alternate Examination Sittings

Document Name: Alternate Examination Sitting Policy (GC)

Publish Date: 10-Oct-22

Information Classification: \Students\Assessment and Examinations\ - Public

- The exam timetable requires a particular student to be present at two (or more) exams at one time - no additional documentation is required, but it must be explained which courses are clashing on the Application for Alternate Examination Sitting form.
- Religious convictions - a letter must be submitted from the religious leader (on letterhead);
- Work commitments beyond the student's control – a letter must be submitted from the employer (on letterhead), indicating why they will be unable to attend the examination;
- Wedding – this will only be approved in the case of a close relative. A certified copy or an original invitation to the wedding must be submitted and a Statutory Declaration confirming the relationship to those being married;
- Military service – a letter (on letterhead) must be submitted;
- Sporting or cultural commitment at state, national or international level – a letter (on letterhead) must be submitted indicating involvement.

It should be noted that these lists of documentation are not exhaustive. The onus is on the student to supply appropriate evidence supporting the circumstances which require an alternate examination sitting.

3 Responsibilities

Responsibility	CDP	AD	DSAS	PCA	SLA	SASO	All
Maintain currency of policy	I	C	RA	C	C	S	I
Maintain currency of procedure and form	I	I	A	C	C	R	
Review requests and decide outcome	I	RA	I	RC	S	I	I
Schedule alternate exams	I	I	A	C	I	R	I
Notify student of request outcome	I	I	A	I	I	R	I
<p>CDP = College Director & Principal, AD = Academic Director, DSAS = Director, Student & Academic Services, All = Staff, PCA = Program Convenor or Advisor, SLA = Student Learning Advisor, SAS = Student and Academic Services</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>							

4 Compliance

4.1 General

Director, Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams.

4.2 Relevant Legislation

HESF 1.40 Learning Outcomes and Assessment

HESF 2.20 Diversity and Equity

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director, Student and Academic Services	Policy Hub	Permanently with control in place for revisions	Policy Hub archive