

Deferred Assessment Policy (GC)



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

Document

Document Name	Deferred Assessment Policy (GC)
Brief Description	This Policy outlines the circumstances in which a student can defer their assessment. Deferred assessment is conducted at the discretion of Griffith College.
Responsibility	Director, Student and Academic Services
Initial Issue Date	17/05/2005
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
14/09/2022	7	Added RASCI table, edited various links, minor changes to wording to align with current practices	Manager, Student and Academic Services

Related Documents

Name	Location
Student Complaints and Appeals Policy	Policy HUB
Griffith College Medical Certificate Policy	Policy HUB
Application for Deferred Assessment	Forms
Examination Timetabling Policy	Policy HUB

Contents

1	Purpose and Scope.....	3
1.1	Introduction	3
1.2	Purpose	3
1.3	Scope.....	3
2	Policy Statement.....	3
2.1	Form of Deferred Assessment.....	3
2.2	Applications for Deferred In-Class Assessments	3
2.3	Applications for Deferred Mid-Trimester Examinations	3
2.4	Applications for Deferred Final Examinations	3
2.5	Consideration of Application	4
2.6	Deferring Deferred Assessment.....	4
2.7	Supporting Documentation.....	4
2.8	Notification of Outcome	4
	Appeals Against Outcome	5
3	Responsibilities	5
4	Compliance.....	5
4.1	General	5
4.2	Relevant Legislation.....	5
4.3	Review	5
4.4	Records Management.....	5

1 Purpose and Scope

1.1 Introduction

This Deferred Assessment Policy sets out the approach of Griffith College relating to the management of students who request to defer their assessment.

1.2 Purpose

The purpose of this Policy is to outline the circumstances where students can defer their assessment.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's Student Complaints and Appeals Policy and Medical Certificate Policy.

2 Policy Statement

A student may apply for deferred assessment if they were prevented from undertaking an assessment item, such as an examination, test, quiz, seminar presentation, or other assessment items scheduled for a particular date, on the grounds of serious illness, accident, disability, bereavement, or other exceptional circumstances.

Deferred assessment is conducted at the discretion of Griffith College.

2.1 Form of Deferred Assessment

Where a student is granted deferred assessment, this normally takes the form of a replacement assessment item or examination. The replacement assessment item should resemble as closely as possible the original assessment item or examination and should carry the same percentage of total weighting for the course.

2.2 Applications for Deferred In-Class Assessments

Where a student is prevented from completing an in-class assessment item (e.g. tests, quizzes, seminar presentations) on the grounds indicated above, the student is required to complete and submit an [Application for Deferred Assessment Form](#) to the teacher of the course they are enrolled in. The form must be accompanied with **valid supporting documentation** in accordance with the Griffith College [Medical Certificate Policy](#) indicating the reasons why they were unable to complete the assessment item. Applications for a deferred in-class assessment must be submitted within three (3) working days of the due date for the assessment item. Refer below for details of supporting documentation.

2.3 Applications for Deferred Mid-Trimester Examinations

Where a student is prevented from completing a mid-Trimester examination on the grounds indicated above, the student is required to complete and submit an [Application for Deferred Assessment Form](#) to Griffith College Reception for consideration by the Course Coordinator of the course they are enrolled in. The form must be accompanied with valid supporting documentation in accordance with the Griffith College Medical Certificate Policy indicating the reasons why they were unable to complete the examination. Applications for a deferred mid-Trimester examination must be submitted within three (3) working days of the due date for the examination. Refer below for details of supporting documentation.

2.4 Applications for Deferred Final Examinations

Where a student is prevented from undertaking a final examination on the grounds indicated above, the student must submit a completed and signed [Application for Deferred Assessment Form](#) together with **valid supporting documentation** in accordance with the Griffith College [Medical Certificate Policy](#) indicating the reasons why they were unable to complete the examination. Applications must be submitted to the Griffith College Reception within three [3]

working days of the original examination date. Refer below for details of supporting documentation.

The following would generally be considered acceptable grounds to approve a deferred assessment:

- On the grounds of illness or accident;
- Temporary disability;
- Bereavement; and
- Other compassionate circumstances.

If you are aware of these circumstances at the time of the release of the final exam timetable, you may apply for an alternate examination sitting.

The following are not grounds for the award of a deferred examination:

- holiday arrangements, including overseas travel (booking a plane ticket prior to the end of Trimester examination period is not considered an adequate reason for a deferred examination);
- applications submitted after the 3 working days deadline;
- misreading the examination timetable; and
- social and leisure events, including sporting and cultural commitments other than at state, national or international representative level.

2.5 Consideration of Application

All applications for deferred final examinations shall be considered by the Student Learning Advisor, and in consultation with the Program Convenor or Academic Director. An application for a deferred final examination may be rejected if the Student Learning Advisor has reason to believe that the student is seeking to gain an unfair advantage through deferred assessment or has not taken reasonable measures to avoid the circumstance that contributed to the student missing the examination. This judgement may be based on the particular circumstances of the application together with the student's academic record and history of deferred examination applications.

Where a student has been granted a deferred final examination, the deferred exam must be taken at the designated time. Deferred final examinations are conducted each Trimester within the week following the release of final grades.

2.6 Deferring Deferred Assessment

Deferment of deferred assessment is not permitted. Students who are prevented sitting deferred assessment due to exceptional circumstances may submit a written request to the Academic Director within 3 working days of the date of the original deferred assessment to have this restriction reconsidered, and possibly waived. Approval to waive the restriction will only be granted in very exceptional circumstances. Students may be required to meet with the Director in person to present their case.

2.7 Supporting Documentation

Students requesting deferred assessment are required to provide valid supporting documentation together with their application.

Further information regarding what Griffith College considers to be valid supporting documentation is available from the Griffith College [Medical Certificate Policy](#).

Supporting documentation may also take the form of Statutory Declarations signed by a Justice of the Peace or Commissioner of Declaration.

2.8 Notification of Outcome

Griffith College will notify students in writing of the outcome of their request for deferred assessment. Notification will normally be via the student email account.

Appeals Against Outcome

Students may appeal the decision to deny their application where they believe an error has been made, or the ruling unjust under the provisions of the [Student Complaints and Appeals Policy](#).

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	C	IA	C	R	I	I
Schedule alternate exams	I	I	A	C	I	R	I
Notify student of request outcome and maintain record in SMS	I	I	A	I	I	R	I
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 R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed							

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

Higher Education Standards Framework 2021 (Threshold Standards) 1.40 Learning Outcomes and Assessment

Higher Education Standards Framework 2021 (Threshold Standards 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
--------	---	------------	---	--------------------