

Deferred Examinations - Procedures

1. Purpose

1.1 These procedures set out the process of application process for deferred examination requests.

1.2 These procedures must be read in conjunction with the linked Assessment: Courses and Coursework Programs - Academic Policy.

2. Scope and application

2.1 These procedures apply to all staff and students (excluding Higher Degree by Research (HDR) students).

3. Definitions

3.1 Refer to the University's Glossary of Terms for definitions as they specifically relate to policy documents.

Course Coordinator is the academic staff member who is responsible for the course.

4. Grounds for applying for a deferred examination

4.1 Acceptable grounds for applying for a deferred examination must be accompanied by relevant independent supporting documentation, as follows::

- (a) illness or serious health problem;
- (b) serious personal trauma;
- (c) a cultural or sporting commitment at State, national or international representative level;
- (d) jury duty;
- (e) Defence Forces Reserve commitments;
- (f) serious incapacity during the central examination period;
- (g) religious or cultural grounds; or
- (h) exceptional family, work or personal circumstances which are outside of the control of the student.

5. Grounds not permitted for applying for a deferred examination

5.1 Approval to sit a deferred examination is not granted when a student could reasonably have been expected to avoid the circumstances of missing an examination, this includes:

- (a) holiday arrangements including international students returning home, regardless of whether travel arrangements have already been made;
- (b) misreading an examination timetable;
- (c) social and leisure events including sporting or cultural commitments not at State, national or international representative level; or
- (d) medical circumstances where the supporting documentation provided does not indicate an inability to undertake an examination.

6. Application deadlines

6.1 When a student is unable to attend the examination at short notice they should contact Student Central on the day or prior to explain their situation and should ensure that the necessary documentation is submitted within 3 working days. This documentation must include independent evidence to indicate why the student was unable to contact Student Central before or on the day of the examination. If this is not available then the application cannot be considered.

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Academic Registrar and Director, Student Services

FIRST APPROVED

9 September 2013

LAST AMENDED

29 October 2024

REVIEW DATE

2 October 2029

STATUS

Active

6.2 When a student is incapacitated to such an extent that they are unable to comply with the 3 day period to submit the application then evidence of this incapacity needs to be supplied to support your application.

6.3 Students are encouraged to attend the examination wherever possible as submission of an application for a deferred examination does not guarantee its approval. Refer to the Examination information on the UniSC website for advice regarding illness on the day of, or during, examinations.

7. Documentation

7.1 All requests for a deferred examination must be submitted on the Application for Deferred Exam Form, available on the UniSC website and must have attached certified documentation to support the student's circumstances. Applications without appropriate supporting documentation cannot be approved.

7.2 Notices from a doctor or other medical provider which simply state 'unfit for work' are not accepted and where there are medical circumstances these are required to be submitted using the UniSC Application for Deferred Examination Medical Form. When the nature of the complaint cannot be divulged for privacy reasons, the University can accept a statement from the medical practitioner indicating that the condition cannot be revealed.

8. Early sitting of a central examination

8.1 A student who has applied for and is considered eligible for a deferred examination and can provide evidence to indicate that the option for a deferred examination is inequitable due to religious, cultural, medical or sporting commitments can be granted an early examination sitting. All applications are considered by Student Business Services, a unit within the Division of Student Services.

8.2 When an early exam sitting is approved, Student Business Services make the arrangements for the venue (online or on campus) and supervision of the examination in consultation with the Course Coordinator.

8.3 At the discretion of the Course Coordinator, the early examination question paper can be the same as to be undertaken in the examination period. In these circumstances, the student must not disclose the contents of the examination question paper to any other students and complete a Statutory Declaration to this effect.

9. Limits on deferred examinations

9.1 A deferred examination is a final opportunity for a student to sit their central examination at a specified later date in order to complete requirements for the course. The student must take this opportunity to sit their examination to complete the requirements of the course.

9.2 Students who do not sit for their deferred examination receive zero marks for the examination.

9.3 When a student is unable to undertake a deferred examination and they can provide evidence to support exceptional or special circumstances they can submit an application for special consideration in accordance with the Review of Assessment and Final Grade - Procedures.

10. Authorities and responsibilities

5.2 As the Approval Authority the Deputy Vice-Chancellor (Academic) approves these procedures to operationalise the Assessment: Courses and Coursework Programs - Academic Policy.

5.3 As the Designated Officer of these procedures the Academic Registrar and Director, Student Services is authorised to approve associated documents to support the application of these procedures.

5.4 This policy operates from the last amended date, will all previous policies related to the process for deferred examination are replaced and have no further operation from this date.

5.5 All records relating to the process for deferred examination must be stored and managed in accordance with the Information Management – Governing Policy.

5.6 These procedures must be maintained in accordance with the Policy Framework – Procedures and reviewed on [REVIEW PERIOD] policy review cycle.

5.7 Any exception to these procedures to enable a more appropriate result must be approved in accordance with the Policy Framework – Procedures prior to deviation from these procedures.

5.8 Refer to Schedule C of the Delegations Manual in relation to the approved delegations detailed within these procedures.

END

RELATED DOCUMENTS

- [Assessment: Courses and Coursework Programs - Academic Policy](#)
- [Assessment: Courses and Coursework Programs - Procedures](#)
- [Central Examinations - Procedures](#)
- [Coursework Curriculum - Academic Policy](#)
- [Coursework Curriculum - Procedures](#)
- [Grades and Grade Point Average \(GPA\) - Academic Policy](#)
- [Review of Assessment and Final Grade - Procedures](#)
- [Students with a Disability - Academic Policy](#)
- [Supplementary Assessment - Procedures](#)

LINKED DOCUMENTS

- [Assessment: Courses and Coursework Programs - Academic Policy](#)