

Assessment Variation Procedures

Table of Contents

1. Governing policy
2. Purpose
3. Adjustments for students in designated groups
4. Extensions and deferrals – unforeseen or exceptional circumstances
 - 4.1. Definition – unforeseen or exceptional circumstances
 - 4.2. Assessment extensions
 - 4.3. Deferred assessment
 - 4.4. Review
5. Late submission
6. Resubmission
7. Supplementary assessment
8. Exemptions for repeat students
9. Forms

1. Governing policy

[Assessment Policy](#)

2. Purpose

To set out the circumstances when assessment tasks may be adjusted, varied or modified for individual students.

3. Adjustments for students in designated groups

- a. **Students with a disability, impairment or medical condition** are entitled to adjustments on the basis of their disability consistent with the [Disability Policy](#) and their Disability Access Plan.
- b. **Students who have been accepted to either the [Elite Athlete](#) or [Defence reserves](#) study support program**, and who require a variation to their assessment methods or procedure on the basis of their commitments, may negotiate variations directly with the relevant Topic Coordinator.
- c. Students who are:
 - from a [non-English speaking background \(NESB\)](#), or
 - an [Aboriginal or Torres Strait Islander](#) whose first language is not English, and who speak a language other than English at home—will receive the following variations to test and examination procedures:
 - i. extra time of ten minutes per hour of the test or examination; and
 - ii. use of an English language dictionary*, except where the Topic Coordinator determines that the nature of the examination in a particular topic may make the use of a dictionary inappropriate.
*Electronic, specialised, technical, scientific and notated dictionaries are not permitted unless approved by the Topic Coordinator.
- d. A NESB student is a student who, at the time of commencement:

- i. was born outside of Australia and is from a non-English speaking country,
 - ii. has lived in Australia or another English speaking country (i.e. New Zealand, Canada, the United Kingdom or the USA) less than ten years previously, and
 - iii. speaks a language other than English at home.
- e. An Aboriginal or Torres Strait Islander student is a student:
- i. of Aboriginal or Torres Strait Islander descent,
 - ii. who identifies as an Aboriginal or Torres Strait Islander, and
 - iii. who is accepted as an Aboriginal or Torres Strait Islander by the community in which they live or have lived.
- f. All NESB and Aboriginal and Torres Strait Islander students who indicate on their enrolment form that they meet these criteria will be offered this variation automatically at all their tests and examinations for the duration of their course.
- g. Students who believe they are eligible but did not self-identify at enrolment or otherwise have not been offered this variation may apply for NESB or Aboriginal or Torres Strait Islander status through [Flinders Connect](#).

4. Extensions and deferrals – unforeseen or exceptional circumstances

4.1. Definition – unforeseen or exceptional circumstances

- a. Unforeseen or exceptional circumstances are those which are beyond the control or prior knowledge of the student and/or for which there was no opportunity to prepare in advance. Unforeseen or exceptional circumstances may include, but are not limited to, the following:
 - i. illness of the student or a close relative
 - ii. unforeseen cultural or religious commitments
 - iii. unanticipated personal circumstances
 - iv. unanticipated and significant work-related circumstances.
- b. Discretionary activities or circumstances within the student's control, e.g., holidays, other discretionary travel, attendance at family celebrations, sporting events or other foreseeable events, will not constitute grounds for an assessment variation.
- c. Supporting information for unforeseen or exceptional circumstances must be verifiable.

4.2. Assessment extensions

- a. Where a student experiences unforeseen or exceptional circumstances that are reasonably likely to prevent substantial completion of an assessment activity by the due date, the student may apply to the Topic Coordinator for an extension via the learning management system.
- b. Requests for extensions must be made prior to the due date for submission unless a sound explanation for the delay in requesting the extension is provided.
- c. Supporting information (e.g., medical certificate, letter from child's school, work roster) must be provided for an extension request longer than three University business days.
- d. The Topic Coordinator will consider the request in a timely, fair, transparent and consistent way.
- e. Any extension granted will specify in writing a new due date for submission of the assessment activity after which consequences of late submission will apply.
- f. The new due date will be set taking account of the circumstances justifying the granting of the extension, but cannot extend beyond a date which is impracticable in the circumstances or which is beyond the specified date for the return of feedback on the activity.

4.3. Deferred assessment

- a. A student who is unable to attend or remain for the duration of an assessment that is time and location dependent (e.g., test or examination, Objective Structured Clinical Examination (OSCE), laboratory practical, oral interview, etc.) due to unforeseen or exceptional circumstances may apply to defer the assessment.
- b. Deferred assessment will not be granted on the grounds that a student has mistaken the time or location of an assessment unless the College Dean (Education) determines otherwise in any particular case.
- c. Applications for deferred assessment must be made using the [deferred assessment application form](#), and must be submitted to the College responsible for the topic within three University business days of the assessment date.
- d. Where the circumstances prevent the student from applying within this time, requests may be considered at the discretion of the College Dean (Education).
- e. The Student Administration Services team will notify students of the outcome of their application for deferred assessment no later than five University business days after the receipt of the completed application.
- f. The Topic Coordinator will determine the nature, time and location of the deferred assessment activity. Students will be notified at the earliest possible time.
- g. Centrally administered deferred assessment examinations will be held as follows:

| | |
|---------------------------------|--|
| Semester 1 topics: | before the commencement of Semester 2 |
| Semester 2 or full year topics: | before the commencement of the following academic year |

- h. If unforeseen or exceptional circumstances prevent the student from attending or remaining for the duration of a scheduled deferred assessment, the student will be offered the opportunity to demonstrate competence through an alternative assessment prepared by the Topic Coordinator and approved by the College Dean (Education).
- i. If unforeseen or exceptional circumstances are demonstrated to persist the student will be awarded a Withdraw, Not Fail (WN) for the topic as soon as possible and no later than six months after the completion of the topic.

4.4. Review

- a. A student may request a review of a decision not to award an assessment extension or deferred assessment in accordance with the [Student Review and Appeal Policy](#) and supporting [procedures](#).

5. Late submission

- a. Where an assessment activity is not submitted by the due date and time, and an extension is not granted, late submission is permitted, subject to the penalties specified in the topic assessment information, e.g., handbook, which must be in accordance with s.6 of the [Assessment Practice Procedures](#).
- b. Late submission is not permitted more than two weeks after the original due date, or where it is impracticable in the circumstances.

6. Resubmission

- a. Where the Topic Coordinator determines that the nature or conditions of an assessment activity allow it, a student will be given a single opportunity to resubmit (or re-present) any failed assessment activity with a 20% or greater weighting, provided they:
 - i. meaningfully attempted the assessment activity (i.e. has made a tangible attempt to address the requirements of the assessment activity), and
 - ii. submitted the assessment activity by the due date (either the original due date or an extended/deferred due date granted in accordance with [Procedure 4.2](#) or [4.3](#)), and
 - iii. had not already received an opportunity for formal feedback on a draft of the assessment activity or completed a similar assessment set as a scaffolded activity to the final assessment, or
 - iv. had not received answer guides as part of the feedback.
- b. Group assessment activities may be resubmitted by the whole or part of the group responsible for the original submission. A revised grade will only be awarded to those students contributing to the resubmission.
- c. The student must notify the Topic Coordinator that they will resubmit the assessment activity within 48 hours of receiving the marked original submission.
- d. The due date for resubmission will be one week after the return of the original submission, unless otherwise approved by the Topic Coordinator.
- e. The maximum grade obtainable for a resubmitted assessment activity is a pass.
- f. An extension for resubmitting assessment activities will only be granted in accordance with [Procedure 4.1](#). Supporting information must be provided.

7. Supplementary assessment

- a. Supplementary assessment provides an additional opportunity for a student who has not achieved a passing grade for a topic to demonstrate that they have achieved the learning outcomes of the topic by completing an additional assessment activity.
- b. **Academic grounds:** Where the Topic Coordinator determines that the nature or conditions of the topic allow it student will be offered supplementary assessment if they do not achieve a passing grade for a topic provided that they:
 - i. have completed all required assessment activities for the topic
 - ii. have used all opportunities for resubmission, and
 - iii. have passed all non-graded hurdle requirements that apply to the topic.
- c. **Special consideration:** A student may apply to the College Dean (Education) for an award of supplementary assessment if they do not meet the requirements for an offer of supplementary assessment under b., but only on the grounds that their failure to achieve a passing grade and meet the requirements is due to unforeseen or exceptional circumstances reasonably beyond the student's control or knowledge.
- d. Supplementary assessment will cover the learning outcomes not yet achieved. The type of supplementary assessment activity must be appropriate to the learning outcomes being assessed and will be determined by the Topic Coordinator.
- e. The Student Administration Services will notify students of the offer or award of supplementary assessment, and include the nature, time and location of the assessment activity in the notification.
- f. If the supplementary assessment is a centrally administered examination, it will be held as follows:

| | |
|---------------------------------|--|
| Semester 1 topics: | before the commencement of Semester 2 |
| Semester 2 or full year topics: | before the commencement of the following academic year |

- g. The student's supplementary assessment will be used to determine the final grade for the topic, but only the final grades of:
- Pass (P)
 - Non-Graded Pass for Satisfactory Performance (NGP) and
 - Fail (F)
- will be awarded.
- h. If a student chooses not to undertake supplementary assessment, the student will be awarded a result of Fail (F).
- i. If unforeseen or exceptional circumstances prevent a student from undertaking or completing a scheduled supplementary assessment, the student will be offered an alternative supplementary assessment prepared by the Topic Coordinator and approved by the College Dean (Education).
- j. If the unforeseen or exceptional circumstances are demonstrated to persist the student will be awarded a WN for the topics as soon as possible and no later than six months after the completion of the topic.
- k. A student may request a **review** of a decision not to award them a supplementary assessment on the basis of unforeseen or exceptional circumstances in accordance with the [Student Review and Appeal Policy](#) and supporting [procedures](#).

8. Exemptions for repeat students

- a. A student who re-enrols in a topic within 12 months of the end of the topic availability in which they were previously enrolled may be exempted from redoing any assessment activity and hurdle requirements passed, and obtain credit for the previously passed activity/ies, unless the nature of the activity makes this impractical.
- b. The student must apply to the Course Coordinator for approval for an exemption and credit as soon as possible, and not later than the end of the second week of the availability in which they have enrolled.

9. Forms

[Deferred assessment application form](#)

| | |
|----------------------------|--|
| Approval Authority | Deputy Vice-Chancellor (Students) |
| Responsible Officer | Pro Vice-Chancellor (Learning and Teaching Innovation) |
| Approval Date | 24 November 2020 |
| Effective Date | 1 January 2021 |
| Review Date* | January 2024 |
| Last amended | |
| CM file number | CF20/739 |

* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.