

7

Secondary Assessments

Purpose

This section describes the provision of secondary assessments that may be offered after the conclusion of the primary assessment or examination period to assist students to fully complete the assessment requirements for a course. This may be through the academic considerations of supplementary assessment, or the acknowledgement of unexpected or exceptional circumstances through deferred assessment or special consideration.

Relevant to

- enabling programs
- undergraduate and postgraduate coursework programs
- single course and cross-institutional enrolments
- Open Universities Australia (OUA) units delivered by UniSA
- courses approved for supplementary assessment (including examination)
- students with documentary evidence of unexpected and exceptional circumstances

Cross-references

- [A-49: Postgraduate Coursework Degrees with a significant research component](#)
- [C-7: Students with disabilities](#)
- [APPM Section 3: Moderation and Variation](#)
- [APPM Section 8: Final Grades and Notations](#)

7.1 Secondary assessments

7.1.1 Secondary assessments may take the form of:

- a. supplementary assessment (including examination),
- b. deferred assessment, or
- c. special consideration

The conditions and procedures that apply to each of these forms of secondary assessment are described in the relevant sections below.

7.1.2 Secondary assessments:

- a. must test the same areas of skill and knowledge that the original assessment was intended to test
- b. must be consistent with the stated assessment criteria in the course information booklet
- c. will be scheduled after the primary assessment or examination period
- d. may not be available in courses with field or clinical placements
- e. will not be granted on the grounds that the student had mistaken the time or place of the examination, or missed the due date for an assessment.

7.1.3 Secondary assessments are scheduled in the next available exam period. Secondary assessments that cannot be scheduled in the next available exam period are arranged in consultation between schools and Student and Academic Services, and will normally occur within a regular assessment period.

7.1.4 A Course Coordinator may authorise a variation to the secondary assessment grade entry date. This authorisation may only be used in exceptional circumstances (in most cases the

date will not need to be altered). The Course Co-ordinator must inform Campus Central or UniSA transnational administration office, as applicable, who will override the final secondary assessment or examination grade entry date. The flag will exclude the student record from academic review reports until the flag has expired.

- 7.1.5 Students with approved secondary assessment will have an assessment flag entered on their record by Campus Central or a UniSA transnational administration office, as applicable. The flag will indicate the specific form of secondary assessment that has been granted and will exclude the student record from the primary round of academic review reports. Where the secondary assessment is a supplementary assessment, the assessment flag may be entered at the time of result moderation, prior to finalising results, by the assigned school exams administrator.
- 7.1.6 Final results of secondary assessments, including original fail grades where a student did not complete the secondary assessment, will be included in the round of academic review reports that follow the secondary assessment period.
- 7.1.7 Students who have a Disability Access Plan may make their first attempt at assessment at the time of the secondary assessment (see policy [C-7: Students with disabilities](#)) and the full range of grades will be available.

7.2 Supplementary assessment (including examination)

- 7.2.1 Supplementary assessment may be used to offer students an opportunity to gain a supplementary pass (SP) in a course that has been approved for supplementary assessment.
- 7.2.2 Supplementary assessment may involve an examination or other form of assessment.
 - a. The use of supplementary examination must be authorised by the division board (or a delegated committee) and reported to the Director: Student and Academic Services. The authorisation will remain valid for that course unless revoked by the authorising committee, regardless of whether the examination is required during each delivery of the course.
 - b. Supplementary examination, as approved by a division board, may be granted in all undergraduate and postgraduate coursework programs offered by the University.
 - c. The use of a supplementary assessment other than examination must be authorised by the school board or delegated committee. The supplementary assessment may include viva voce, prepared papers, essays or practical work and must be completed by the conclusion of the subsequent assessment period.
- 7.2.3 The course information booklet must state clearly whether supplementary assessment is available in the course.
- 7.2.4 Supplementary assessment may not be available in courses requiring field or clinical placement. Course Coordinators must advise students of this in the course information booklet.
- 7.2.5 Supplementary assessment is not available for Open Universities Australia units delivered by UniSA.
- 7.2.6 Supplementary assessment will only be granted to students under the following conditions, and only if, in the opinion of the Course Coordinator, there is a reasonable expectation that the student could achieve a supplementary pass in the course:
 - a. For students undertaking a full-time load (i.e. 13.5 units or more per study period), the student will require a grade point average (GPA) of 2.80 or greater for studies undertaken in the six months immediately preceding and relevant to the academic review period, to be considered for supplementary assessment.
 - b. For students who have undertaken less than 75% of a full-time load (i.e. less than 13.5 units per study period) in the six months immediately preceding and relevant to the

academic review period, the use of the GPA is discretionary. However, supplementary assessment will not be awarded if more than 50% of the course load undertaken in the preceding six months has been failed.

- c. The student must have received a final grade of F1 in the course.
- d. The student may be awarded supplementary assessment in a maximum of two courses in a given study period where a final grade of Fail Level 1 (F1) is obtained, provided the student has passed at least one course in the six months immediately preceding and relevant to the academic review period.
- e. Supplementary assessment will not be awarded for a final grade of Fail Level 2 (F2), except under the conditions described in 7.2.6.f below.
- f. Special arrangements regarding supplementary assessment (including examination) may be made for a student who is undertaking the final courses of their program. A student is defined to be undertaking the final courses of their program if they have nine or less units remaining to complete their program.

7.2.7 When a Course Coordinator authorises supplementary assessment for a student, based on the conditions outlined in clause 7.2.6, the following actions should be taken:

- a. The Course Coordinator will notify the assigned school exams administrator (if granted during result moderation) or Campus Central or UniSA transnational administration office, as applicable, that a supplementary assessment or examination has been granted.
- b. The assigned school exams administrator will place a supplementary examination or assessment flag on the student's record prior to finalising results. Campus Central or UniSA transnational administration office, as applicable, will place a supplementary examination or assessment flag on the student record when awarded after results are finalised. The flag will exclude the student record from the primary round of academic review reports.
- c. If the supplementary assessment is an examination, the Course Coordinator will notify the Director: Student and Academic Services to ensure that an examination is scheduled in accordance with the schedule published by Student and Academic Services.
- d. Campus Central or UniSA transnational administration office, as applicable, will notify the student in writing when a supplementary examination has been granted and will advise the student to consult the examination timetable on the University website.
- e. If the supplementary assessment is *not* an examination the Course Coordinator will notify the student in writing of the details of the assessment task, including the revised assessment submission date. A copy of the correspondence must be sent to Campus Central or UniSA transnational administration office, as applicable, to be retained on the student's file.
- f. Successful completion of supplementary assessment will be recorded as a supplementary pass (SP). Failed supplementary assessment will be recorded as a Fail (F).
- g. The original fail grade will stand if the student does not sit a supplementary examination or complete the supplementary assessment.
- h. In accordance with clause 7.2.7 (f) or 7.2.7 (g) above, either the new result or the original fail grade will be included in the round of academic review reports that follow the secondary assessment period.

7.3 Deferred assessment

- 7.3.1 Deferred assessment is a form of secondary assessment which is granted to students who have been unable to undertake the final assessment/examination, to assist them to achieve a final grade in a course.
- 7.3.2 Students may apply for deferred assessment if they can demonstrate, with supporting documentation, that due to unexpected or exceptional circumstances they were unable to sit the final examination or submit the final assessment by the due date. Students must demonstrate that the unexpected or exceptional circumstances occurred in a period of time directly related to attendance at the examination, or the deadline for submission of the final assessment.
- 7.3.3 Undergraduate, postgraduate coursework and Open Universities Australia students enrolled in UniSA courses may apply for deferred assessment.
- 7.3.4 Deferred assessment may not be available in courses requiring field or clinical placement. Course Coordinators must advise students of this in the course information booklet.
- 7.3.5 Students must lodge an application for deferred assessment at Campus Central or UniSA partner administration office no later than five working days after the scheduled examination date or deadline for submission of the final assessment. The application must be accompanied by supporting documentation that demonstrates that the unexpected or exceptional circumstances prevented the student from sitting the final examination or submitting the final assessment. The student must also indicate on the form whether variations have already been granted in the course (see [clause 3.2](#)).
- 7.3.6 If the unexpected or exceptional circumstances also have an impact on the student's ability to complete and submit the form, within the specified timeline, they may write to the Director: Student and Academic Services at the earliest opportunity requesting that the five day time limit be waived.
- 7.3.7 Campus Central or UniSA transnational administration office, as applicable, will assess the deferred application and the supporting documentation, and will enter a deferred examination flag on the student record if the student:
- did not attend the primary examination
 - has provided supporting documentation of unexpected or exceptional circumstances, and
 - has declared on the form that there are no existing variations that have already been granted under [Section 3](#) of this Manual.
- 7.3.8 Where the final assessment is not an examination and/or where supporting documentation is lacking, the application will be forwarded to the Course Coordinator who will decide which one of the following outcomes is the most appropriate:
- approval of a deferred assessment
 - approval of a deferred examination
 - no action (i.e. the original grade stands).
- 7.3.9 The Course Coordinator will make a decision within five working days of receiving the application.
- 7.3.10 Where the Course Coordinator decides that the student will be granted a deferred assessment:
- the Course Coordinator will:
 - mark the decision to approve deferred assessment on the form and return it to Campus Central or UniSA transnational administration office, as applicable, and

- (ii) notify the student in writing of the details of the assessment task, including the revised assessment submission date. A copy of the correspondence must be sent to Campus Central or UniSA transnational administration office, as applicable, to be retained on the student's file.
 - b. Campus Central or UniSA transnational administration office will record a deferred assessment on the student record. This will exclude the student record from the primary round of academic review reports.
- 7.3.11 Where the Course Coordinator decides that the student will be granted a deferred examination:
- a. the Course Coordinator will mark the decision to approve a deferred examination on the form and return it to Campus Central or UniSA partner administration office.
 - b. Campus Central or UniSA transnational administration office will:
 - (i) record a deferred assessment in the student record. This will exclude the student record from the primary round of academic review reports.
 - (ii) notify the student in writing, confirming the deferred examination and referring the student to the examination schedule on the University website.
- 7.3.12 The full range of final grades will be available for deferred assessment.
- 7.3.13 The deferred assessment grade will be included in the round of academic review reports that follow the secondary assessment period, unless otherwise indicated by the Course Coordinator (see clause 7.1.4).

7.4 Special consideration

- 7.4.1 Special consideration is a form of secondary assessment which is granted to assist students to improve their final grade for a course, where completion of their final assessment was affected by unexpected or exceptional circumstances.
- 7.4.2 Special consideration may be granted by a Course Coordinator if a student can demonstrate, with supporting documentation, that their performance in the final examination or assessment was affected by unexpected or exceptional circumstances. The circumstances must have occurred either during the examination, or during the preparation time leading to the examination or deadline for submission of the final assessment.
- 7.4.3 Undergraduate, postgraduate coursework and Open Universities Australia students enrolled in UniSA courses may apply for special consideration.
- 7.4.4 Special consideration as secondary assessment may not be available in courses requiring field or clinical placement. Course Coordinators must advise students of this in the course information booklet.
- 7.4.5 Students must lodge an application for special consideration at Campus Central or UniSA partner administration office no later than five working days after the scheduled examination date, or the deadline for submission of the final assessment.
- 7.4.6 If the unexpected or exceptional circumstances also have an impact on the student's ability to complete and submit the form, within the specified timeline, they may write to the Director: Student and Academic Services at the earliest opportunity requesting that the five day time limit be waived.
- 7.4.7 The application must be accompanied by supporting documentation of unexpected or exceptional circumstances which demonstrate that the timing of the event was significant enough to affect the student's performance in the final assessment or examination. The student must also indicate on the form whether variations have already been granted in the course (see [clause 3.2](#)).

- 7.4.8 Campus Central or UniSA transnational administration office will receipt and forward the application to the Course Coordinator who, after marking the student's final examination or assessment, will decide which one of the following outcomes is the most appropriate:
- a. no action (i.e. the original result stands)
 - b. adjustment to the assessment mark to make allowance for the unexpected or exceptional circumstances
 - c. an extension of time for the student to complete the assessment
 - d. an alternative assessment which allows the student to demonstrate learning outcomes similar to those related to the original assessment. The alternative assessment may take the form of an examination
 - e. a replacement assessment which resembles as closely as possible the original assessment, and carries the same percentage of the total weighting for the course. The replacement assessment may take the form of an examination.
- 7.4.9 The Course Coordinator will make a decision within five working days of receiving the application.
- 7.4.10 If the outcome is an alternative or replacement assessment:
- a. The Course Coordinator will return the form to Campus Central or UniSA transnational administration office, as applicable, with the appropriate outcome noted.
 - b. Campus Central or UniSA transnational administration office, as applicable, will enter a special consideration assessment or examination flag on the student record. The flag will exclude the student record from the primary round of academic review reports.
- 7.4.11 If the outcome is an alternative or replacement assessment which is an examination:
- a. Campus Central or UniSA transnational administration office, as applicable, will notify the student in writing, confirming their enrolment in an examination and referring the student to the examination schedule on the University website.
 - b. The Course Coordinator will notify the Director: Student and Academic Services to ensure that an examination is scheduled in accordance with the schedule published by Student and Academic Services.
- 7.4.12 If the outcome is an alternative or replacement assessment which is **not** an examination, the Course Coordinator will notify the student in writing of the details of the assessment task, including the revised assessment submission date. A copy of the correspondence must be sent to Campus Central or UniSA transnational administration office, as applicable, to be retained on the student's file.
- 7.4.13 The full range of final grades will be available for special consideration.
- 7.4.14 The special consideration grade will be included in the round of academic review reports that follow the secondary assessment period, unless otherwise indicated by the Course Coordinator (see clause 7.1.4).
- 7.4.15 If a student does not complete the assessment granted under clauses 7.4.8 c, d, or e, the original grade will stand.

7.5 Unexpected or exceptional circumstances

- 7.5.1 Unexpected or exceptional circumstances are those which were outside the control of the student and /or for which there was no opportunity to prepare in advance.
- 7.5.2 Students who wish to apply for deferred assessment (see clause 7.3) or special consideration (see clause 7.4) must provide supporting documentation.
- 7.5.3 Supporting documentation must be in the form of original documents that can be verified where necessary.
- 7.5.4 Clauses 7.6 - 7.8 below provide examples of unexpected or exceptional circumstances. However approval is not limited to these examples if acceptable supporting documentation is provided.

7.6 Medical circumstances

- 7.6.1 Medical circumstances include:
- a. an unexpected illness
 - b. a re-occurrence of a chronic illness
 - c. an accident
- which occurred during preparation for a final examination or before the deadline for submission of the final assessment.
- 7.6.2 A disability or illness for which a variation has already been made will not be accepted unless the disability has been compounded by an unexpected change, or an additional condition.
- 7.6.3 Supporting documentation for medical circumstances must take the form of an original certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition. (See the [General Definitions](#) section of this Manual for definition of medical certificate and who can issue a medical certificate.) Forms completed by other health professionals will not be accepted.
- 7.6.5 Supporting documentation will not be accepted from a relative or personal friend of the student, or friend of the student's family.

7.7 Compassionate circumstances

- 7.7.1 Compassionate circumstances include hardship or trauma such as:
- a. a death or serious illness of a close family member
 - b. a severe disruption to domestic arrangements
 - c. being a victim of crime
 - d. an accident
- which occurred during preparation for a final examination or before the deadline for submission of the final assessment.
- 7.7.2 Supporting documentation for compassionate circumstances may take the form of:
- a. The relevant section of the Special Consideration application or Application to Defer form, completed by a Learning and Teaching Unit counsellor who had prior knowledge of the student and their circumstances.
 - b. An original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the

nature of the condition. (See the [General Definitions](#) section of this Manual for definition of medical certificate and who can issue a medical certificate.)

- c. A letter from a person qualified to assess and support the application (e.g. Clergy providing grief counselling).
- d. A certificate from a funeral director or death notice.

7.7.3 Supporting documentation will not be accepted from a relative or personal friend of the student, or friend of the student's family.

7.7.4 Documents provided as supporting documentation must be original documents that can be verified if questions arise concerning their authenticity.

7.8 Special circumstances

7.8.1 Special circumstances may include:

- a. religious observance
- b. community service (e.g. jury duty, a call to the Australian Defence Force or state emergency service that was not foreseen)
- c. a summons to appear in court
- d. a minor vehicle accident that occurred on the day of the examination.

In these circumstances documentary proof is required (see clause 7.8.4).

7.8.3 Employment related circumstances such as a move interstate at short notice may be claimed as special circumstances. However, changed employment circumstances within the student's control, or holiday arrangements, do not meet this criterion.

7.8.4 Supporting documentation for special circumstances can include:

- a. a certified call to Australian Defence Force service
- b. a description, including the date, of the emergency attended for State Emergency Service or Country Fire Service personnel
- c. an original letter confirming changed employment circumstances
- d. an original letter confirming training and/or competition dates (for elite athletes and elite performers, as identified according to the [Elite athletes at UniSA - Guidelines](#))
- e. a copy of an accident report
- f. a court summons.

7.8.5 Supporting documentation will not be accepted from a relative or personal friend of the student, or friend of the student's family.