

This form should be used by undergraduate and postgraduate coursework UniSA students who wish to defer their examination or final assessment due to unexpected or exceptional circumstances which prevented them from attending the final examination or submitting the final assessment by the due date.

The application must be lodged at Campus Central no later than five working days after the scheduled examination date or deadline for submission of the final assessment.

Please read the instructions carefully to ensure you meet the requirements.

More Information

Grounds for a Deferred Assessment

The policy on deferred assessment is in Section 7 of the University's *Assessment Policies and Procedures Manual* (<http://www.unisa.edu.au/policies/manual>). A student can only apply for a deferred assessment or examination if **all** the following criteria are met:

1. The student **did not** attend the final examination and/or **did not** submit the final assessment for the course
2. The student was unable to attend the final examination or submit the final assessment due to medical, compassionate or special circumstances
3. The circumstances occurred in a period of time directly related to attendance at the examination, or the deadline for submission of the final assessment.
4. The student is able to provide supporting documentation with their application

Applying for a Deferred Assessment

- The student must complete and sign Part A of this form
- Original documents to provide as evidence:
 - For **medical circumstances**, the student must attach:
 - 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
NB: Forms completed by other health professionals will not be accepted.
 - For **compassionate circumstances**, the student must attach:
 - Part B of this form completed by a Learning and Teaching Unit counsellor who had prior knowledge of the student and their circumstances, **OR**
 - 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.
(NB: Forms completed by other health professionals will not be accepted), **OR**
 - A letter from a person qualified to assess and support the application (eg Clergy providing grief counselling), **OR**
 - A certificate from a funeral director, or death notice
 - For **special circumstances** refer to Section 7 of the *Assessment Policies and Procedures Manual* <http://www.unisa.edu.au/policies/manual> and attach appropriate supporting documentation to this application.

Please Note:

- If a student has already had a variation to an assessment due to an existing disability or illness, the same grounds cannot be used to request a deferred assessment, unless the disability has been compounded by an unexpected change or an additional condition.
- Applications will be referred to the Course Coordinator where
 - the final assessment is not an examination
 - supporting documentation is lacking
 - there is an existing variation that relates to this application
- Supporting documentation will not be accepted from a relative or personal friend of the student, or friend of the student's family.
- Documents provided as supporting documentation must be original documents that can be verified if questions arise concerning their authenticity.
- Applications must be lodged at Campus Central **no later than five working days** after the scheduled examination date or the deadline for submission of the final assessment. The Director: Student and Academic Services can waive this timeframe where circumstances prevented the student from lodging the form within the specified timeframe.

Application to Defer Final Assessment or Examination

Decision and notification of outcome

The Course Coordinator will make a decision within five working days of receiving your application

If you are granted a deferred examination, Campus Central will send you an email to confirm your enrolment in a deferred examination and refer you to the examination schedule on the University website.

If you are granted a deferred assessment, the Course Coordinator will notify you in writing of the details of the assessment task, including the revised assessment submission date.

Further information is available from Campus Central.

Part A

Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Program details

Program code:

Program title:

Course 1

Study Period:

Subject Area/
Catalogue No:

Date of Exam/
Assessment:

Course Title:

State whether
Exam / Assessment:

Office Use Only:

Course 2

Study Period:

Subject Area/
Catalogue No:

Date of Exam/
Assessment:

Course Title:

State whether
Exam / Assessment:

Office Use Only:

Course 3

Study Period:

Subject Area/
Catalogue No:

Date of Exam/
Assessment:

Course Title:

State whether
Exam / Assessment:

Office Use Only:

Course 4

Study Period:

Subject Area/
Catalogue No:

Date of Exam/
Assessment:

Course Title:

State whether
Exam / Assessment:

Office Use Only:

Existing Variation

A disability or illness for which a variation has already been made will not be accepted as grounds for this application unless the disability has been compounded by an unexpected change, or an additional condition. Where there is an existing variation that relates to this application, the application will be referred to the Course Coordinator for consideration.

Is there an existing variation for the course(s) listed above (eg elite athlete or Disability Access Plan):

- Yes, and it relates to this application Yes, but it does *not* relate to this application No

Grounds for requesting a deferred assessment and/or examination (please be as concise as possible)

Supporting documentation attached to this application

- Medical
 - 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.
NB: Forms completed by other health professionals will not be accepted.
- Compassionate circumstances
 - Part B completed by a Learning and Teaching Unit counsellor who had prior knowledge of your circumstances, **OR**
 - 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
(NB: Forms completed by other health professionals will not be accepted), OR
 - A letter from a person qualified to assess and support the application (eg Clergy providing grief counselling), **OR**
 - A certificate from a funeral director, or death notice
- Special circumstances (see policy for examples of evidence that may be provided)

Student Declaration

I declare that

- the above information is complete, true and accurate,
- I did not attend** the final examination and/or submit the final assessment for the course(s) listed above,
- I have read and understand the guidelines on page 1 of this application form, and
- I understand that if my application to defer my final assessment or examination is approved, I will not be able to defer this deferred assessment or exam for a second or subsequent time.**

I authorise my treating medical practitioner, health practitioner, approved specialist or LTU counsellor to release any relevant information necessary to the University in support of my application for a deferred assessment or examination.

Student Signature:

Date:

Part B – For application on compassionate grounds

This part is to be completed by a by a Learning and Teaching Unit counsellor who has prior knowledge of the student and their circumstances.

An authority to release information is included in the student declaration in Part A of this form. Information provided will only be used for the purposes of assessing eligibility for a deferred assessment.

I, _____, a Learning and Teaching Unit Counsellor, certify that on ____/____/____ (date of consultation) I consulted with _____ (student’s name). In my opinion there are unexpected or exceptional circumstances that will prevent / prevented the student from attending the final examination / undertaking the final assessment. The student will be / was affected by these circumstances for the period

Application to Defer Final Assessment or Examination

____/____/____ to ____/____/____ (both dates inclusive).	
Additional Comments:	
Counsellor's declaration	
I declare the above information is complete, true and accurate	
Signature:	Official stamp:
Date:	

LODGING YOUR APPLICATION			
Applications must be lodged at Campus Central no later than five working days after the examination date or the deadline for submission of the final assessment.			
If the unexpected or exceptional circumstances also have an impact on your ability to complete and lodge the form within the specified timeframe, you may write to the Director: Student and Academic Services at the earliest opportunity requesting that the five day time limit be waived.			
<u>In person</u>			
City East Campus Central Level 3 Playford Building	City West Campus Central Ground Floor Yungondi Building	Magill Campus Central Level 1 B Block	By post University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5000
Mawson Lakes Campus Central Ground Floor A Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor Main Building 111 Nicolson Avenue Whyalla Norrie SA 5608	By fax City East +61 8 8302 2466 City West +61 8 8302 0590 Magill +61 8 8302 4090 Mawson Lakes +61 8 8302 3550 Mount Gambier & Whyalla +61 8 8647 6082

OFFICE USE ONLY	
Campus Central	
Date application received:	<input type="checkbox"/> Application tracked in SharePoint
<input type="checkbox"/> Evidence to support application attached <input type="checkbox"/> Secondary Assessment flagged <input type="checkbox"/> Student notified	<input type="checkbox"/> Insufficient evidence attached <input type="checkbox"/> Forwarded to Course Coordinator DD / MM
Processed by:	Date processed:

Course Coordinator	
Complete when there is insufficient evidence or an existing variation and return to Campus Central. Student must be notified of the outcome within five working days of lodging their application.	
Subject Area / Cat No:	Course Title:
<input type="checkbox"/> Application approved	<input type="checkbox"/> Application denied
<input type="checkbox"/> Campus Central notified of approved examination	<input type="checkbox"/> Student notified of outcome
Details of deferred assessment/examination if approved:	
Course Coordinator name:	
Signature:	Date:

Application to Defer Final Assessment or Examination

Campus Central	
Date received from Course Coordinator:	
<input type="checkbox"/> Application tracked in SharePoint	<input type="checkbox"/> Secondary Assessment flagged (if required)
<input type="checkbox"/> Student notified	<input type="checkbox"/> All paperwork placed in student's file
Processed by:	Date processed:
Director: Student and Academic Services	
Comments:	
Signature:	Date: