

OUA Application to Defer Final Assessment or Examination

This form should be used by Open Universities Australia 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 form must be lodged with the OUA Student Advisers no later than five working days after the scheduled examination date or deadline for submission of the final assessment. Supporting documentation in the form of original documents must be received within 15 days.

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 councillor 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 with the OUA Student Advisers **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.

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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, the OUA Student Advisers 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 the OUA Student Advisers.

Part A

Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Address details

Address line 1:

Address line 2:

Address line 3:

City / Suburb:

State:

Postcode:

Program details

Program code:

Program title:

Course 1

Study Period:

Unit code:

Date of Exam/
Assessment:

Unit name:

State whether
Exam / Assessment:

Office Use Only:

Course 2

Study Period:

Unit code:

Date of Exam/
Assessment:

Unit name:

State whether
Exam / Assessment:

Office Use Only:

Course 3

Study Period:

Unit code:

Date of Exam/
Assessment:

Unit name:

State whether
Exam / Assessment:

Office Use Only:

Course 4

Study Period:

Unit code:

Date of Exam/
Assessment:

Unit name:

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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 circumstances

- 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 of this form 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 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

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/ undertaking the final assessment. The student will be / was affected by these circumstances for the period

____/____/____ 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 with the OUA Student Advisers no later than five working days after the examination date or the deadline for submission of the final assessment.

If you live in a remote location, you can submit your form by fax or email, but you will still need to submit supporting documentation in the form of original documents and your application will not be processed until these have been received. The original documents must reach OUA Student Advisers within 15 days of the date of the examination or 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.

By email

ouainfo@unisa.edu.au

By post

OUA Student Advisers
Campus Central Whyalla
University of South Australia
111 Nicolson Avenue
Whyalla Norrie SA 5608

By fax

Within Australia (08) 8647 6082
Overseas +61 8 8647 6082

OFFICE USE ONLY

OUA Student Advisers

Date application received:

Application tracked in SharePoint

Evidence to support application attached

Insufficient evidence attached

Secondary Assessment flagged

Forwarded to Course Coordinator DD / MM

Student notified

Processed by:

Date processed:

Course Coordinator

Complete when there is insufficient evidence or an existing variation and return to Campus Central Whyalla. Student must be notified of the outcome within five working days of lodging their application.

Subject Area / Cat No:

Course Title:

Application approved

Application denied

Campus Central notified of approved examination

Student notified of outcome

Details of deferred assessment/examination if approved:

Course Coordinator name:

Signature:

Date:

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OUA Student Adviser	
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: