

Context and Purpose

This Procedure prescribes the requirements relating to assessment variations that the University permits as part of its commitment to supporting students.

This Procedure should be read in conjunction with the [Assessment Policy and related Procedures](#).

This Procedure applies to enabling programs, all coursework programs, and single course and cross-institutional enrolments.

In this Procedure references to Program Director or Course Coordinator may be read to refer to UniSA Online Program Facilitator or Course Facilitator.

Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

Procedure

A. Variations to assessment

1. Students are expected to complete the assessment requirements for a course within the relevant study period unless:
 - a. a variation applies in the form of:
 - i. an extension (see section B)
 - ii. supplementary assessment or examination (see section D)
 - iii. deferred assessment or examination (see section E)
 - iv. special consideration (see section F)
 - v. adjustments made in accordance with the student's Access Plan
 - b. a student is aware of circumstances for which they will require a variation to assessment. The student must submit a request in writing to the Course Coordinator within the first two weeks of the course, or equivalent for accelerated or intensive teaching.
 - c. A student requests a variation to assessment on the grounds of unexpected or exceptional circumstances (see section G). These variations should be discussed with the Course Coordinator at the earliest possible opportunity.

2. Adjustments and variations for students with disabilities or students who are carers are made in accordance with policy [C-7: Students with Disabilities Policy and Procedure](#), and are only available to students who have an approved Access Plan.

B. Extension to complete an assessment task

3. Students may request an extension of time to complete an assessment task on the basis of unexpected or exceptional circumstances (see section G).
4. Students must lodge an application for an extension via *learnonline* before the due date for the assessment task, and attach supporting documents. Students may be asked for justification of the impact of their circumstances on their academic participation. The Course Coordinator, or nominee, will respond via *learnonline*, normally within two working days. All correspondence will be stored within *learnonline*.

(See section E if circumstances prevent an application being made before the due date in relation to a final assessment task. Note that section E also covers procedures relating to inability to sit a final examination due to unexpected or exceptional circumstances.)

C. Secondary assessments

5. Secondary assessments may take the form of:
 - a. supplementary assessment or examination
 - b. deferred assessment or examination
 - c. special consideration
6. Secondary assessments:
 - a. must test the same areas of skill and knowledge that the original final assessment was intended to test
 - b. must be consistent with the assessment criteria stated in the Course Outline
 - c. will be scheduled after the primary assessment or examination period
 - d. may not be available for courses that involve practice-based learning
 - 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. Applications for deferred assessment or examination, or special consideration, will be considered on the basis of unexpected or exceptional circumstances (see section G). If a student requests more than one secondary assessment opportunity in the same course, the request will be referred to the Registrar and Director: Student and Academic Services (or nominee) for decision.
8. In cases where multiple applications for secondary assessments are received from the same student over the duration of their program, additional support will be offered, for example via referral for academic counselling or referral to the Student Engagement Unit.

9. Decision-making relating to secondary assessments will be underpinned by the following:
 - a. the University will make the assumption that requests from students are made in good faith;
 - b. the University aims to achieve outcomes that are in the best interests of students and which are educative and supportive; and
 - c. there is an expectation that students will engage in efforts to address difficulties they face due to unexpected or exceptional circumstances.
10. Secondary examinations are scheduled in the next available examination period. Secondary examinations that cannot be scheduled in the next available examination period are arranged in consultation between Academic Units and Student and Academic Services, and will normally occur within a regular assessment period.
11. Campus Central or a UniSA partner administration office will enter an assessment flag on the student's record once the student has been approved for secondary assessment. The flag will indicate which form of secondary assessment has been granted and will exclude the student's record from the primary round of academic review reports.
12. A Course Coordinator may only authorise a variation to the date for entering secondary assessment grades in exceptional circumstances. The Course Coordinator must inform Campus Central or UniSA partner administration office to override the secondary assessment grade entry date. The flag will exclude the student record from academic review reports until the flag has expired.
13. Final results for secondary assessments, including the original grade if a student did not complete the secondary assessment, are included in the round of academic review reports that follow the secondary assessment period.
14. On a case by case basis, students who have an Access Plan may be permitted to undertake the final examination in a course for the first time during the secondary assessment period. This option will only be permitted for students whose Access Plan includes provision for accommodations relating to examinations, and on the advice of an Access and Inclusion Adviser.

D. Supplementary assessment or examination

15. The table below summarises the possible outcomes and approval authorities relating to supplementary assessment or examination.

| Supplementary Assessment/Examination | Outcomes | Grades | Approval |
|---|---|----------------|---|
| <p>Provides an opportunity to gain a supplementary pass following a final mark of between 45 – 49 percent for the course.</p> <p>Student does not need to apply.</p> <p>Note that a supplementary assessment or examination will not be available in cases where there has been an academic integrity investigation in relation to the student’s conduct in that course and failure for the final assessment or examination is the outcome of that investigation.</p> | <p>Supplementary final assessment (requirements to be determined by the Course Coordinator), or supplementary final examination</p> | <p>SP or F</p> | <p>Automatic if criteria are met, except where clause 19 applies or supplementary is applied after results are finalised (clause 21).</p> |

16. Supplementary assessment or examination offers students an opportunity to gain a supplementary pass (SP) for the course for which a mark of 50 per cent will be awarded.
17. Unless an exception has been approved (see clause 18) supplementary assessment or examination:
- a. is available in all enabling programs, undergraduate and postgraduate coursework programs, and OUA courses
 - b. may be available for cross-institutional and single course enrolments if it is available in the course and the Executive Dean, or delegate, has given approval.
18. If a supplementary assessment or examination is not to be available in a course, approval must be obtained from the Academic Unit Board as part of the course approval process, and the Course Outline must indicate that it is not available.
19. A student may be granted a supplementary assessment or examination for no more than two courses with a final mark of less than 45 percent if the following conditions apply:
- a. the student was enrolled in the course(s) in their final study period, and
 - b. the student attempted all of the assessments in the course(s), and
 - c. the student has passed all of the other courses required to complete their program.

If an academic integrity investigation is underway this option will not be available for that course until that investigation has been completed and it is determined that no breach of academic integrity occurred.

20. The Academic Unit will notify the Course Coordinator that a supplementary has been granted. If the Course Coordinator assigns a supplementary *assessment* they will then:
- notify the student in writing about the requirements of the assessment task, including the revised assessment submission date, and
 - provide a copy of the correspondence to Campus Central or UniSA partner administration office to be retained on the student's record.

If the Course Coordinator assigns a supplementary *examination*:

- the Course Coordinator will notify Student and Academic Services if they require an examination to be scheduled, and
 - Campus Central or UniSA partner administration office will notify the student in writing and advise the student to consult the examination timetable on the University's website.
21. If the supplementary assessment or examination is granted after results are finalised, the Academic Unit will notify Campus Central or UniSA partner administration office to enter a supplementary assessment or examination flag on the student record. The flag will not exclude the student record from the primary round of academic review reports.

E. Deferred assessment or examination

22. The table below summarises the possible outcomes and approval authorities relating to deferred assessment or examination.

| Deferred Assessment/Examination | Assessment | Examination | Grades | Approval |
|---|---|--|----------------------|--|
| <p>Provides an opportunity to defer the final assessment or examination in cases where unexpected or exceptional circumstances* prevented submission of the final assessment or sitting the final examination. These circumstances must have occurred in a period of time directly related to submission or attendance at the examination.</p> <p>Student must apply via Campus Central or UniSA partner administration office no later than 5 working days after the submission or examination date.</p> | <ul style="list-style-type: none"> - Not approved, or - Deferred assessment | <ul style="list-style-type: none"> - Not approved, or - Deferred examination | Full range of grades | <p>Campus Central or UniSA partner administration office will determine all requests to defer an assessment or examination.</p> <p><i>A deferred examination</i> will be approved when (1) the student did not attend the primary examination, and (2) supporting documents are assessed as demonstrating unexpected or exceptional circumstances.</p> |

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| | | | | <p><i>A deferred assessment</i> will be approved when supporting documents are assessed as demonstrating unexpected or exceptional circumstances. Approved applications will be forwarded to the Course Coordinator for notification to the student regarding the assessment requirements.</p> |
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*see section G

23. Students who are undertaking an approved mobility program of the University are entitled to a deferred examination if they can provide documents that demonstrate that they will be studying overseas at the time of the scheduled examination.
24. When applying for a deferred assessment or examination students must indicate on the form whether other variations have been granted in the course.
25. If the unexpected or exceptional circumstances also affect the student's ability to complete and submit the form within five working days, their application must include a written statement requesting that the time limit be waived. This statement will be forwarded to the Registrar and Director: Student and Academic Services (or nominee) for approval.
26. In cases where Campus Central or the UniSA partner administration office has approved an application for a deferred examination, Student and Academic Services will schedule the examination and the student will be notified in writing and advised to consult the examination timetable on the University's website.
27. On receipt of an approved application for a deferred assessment the Course Coordinator will, within 5 working days of receiving the application:
 - a. notify the student, in writing, about the requirements of the assessment task, including the revised assessment submission date, and
 - b. provide a copy of the correspondence to Campus Central or UniSA partner administration office to be retained on the student's record.

F. Special consideration

28. The table below summarises the possible outcomes and approval authorities relating to special consideration.

| Special Consideration | Assessment | Examination | Grades | Approval |
|---|--|--|-----------------------------|---|
| <p>Special consideration provides an opportunity to improve the final grade in cases where unexpected or exceptional circumstances* impacted academic performance during a final examination or during preparation time leading to a final examination, or submission of a final assessment.</p> <p>Must apply via Campus Central or UniSA partner administration office no later than 5 working days after the examination or submission date.</p> | <p>For those applications forwarded to the Course Coordinator:</p> <ul style="list-style-type: none"> - No action, or - Mark adjustment, extension of time, or alternative means of assessment** other than an examination <p>(Note, if an examination is deemed necessary an exception must be approved by the Executive Dean, or delegate)</p> | <p>For those applications forwarded to the Course Coordinator:</p> <ul style="list-style-type: none"> - No action, or - Mark adjustment or alternative means of assessment** other than an examination <p>(Note, if an examination is deemed necessary an exception must be approved by the Executive Dean, or delegate)</p> | <p>Full range of grades</p> | <p>Applications with supporting documents that are assessed by Campus Central or UniSA partner administration office as demonstrating unexpected or exceptional circumstances will be forwarded to the Course Coordinator for a decision regarding the outcome to be applied.</p> |

*see section G

**Alternative means of assessment must ensure that learning outcomes for the course can be demonstrated and, in the case of a replacement task, the same percentage weighting is applied as for the original assessment task.

29. When applying for special consideration students must indicate on the form whether other variations have been granted in the course.
30. If the unexpected or exceptional circumstances also affect the student's ability to complete and submit the form within five working days, their application must include a written statement requesting that the time limit be waived. This statement will be forwarded to the Registrar and Director: Student and Academic Services (or nominee) for approval.
31. On receipt of an approved application for a special consideration, the Course Coordinator will, within 5 working days of receiving the application:
- a. mark the student's final assessment or examination and notify Campus Central or UniSA partner administration office of their decision regarding the outcome to be applied, and

- b. notify the student in writing about the outcome, and
- c. provide a copy of the correspondence to Campus Central or UniSA partner administration office, to be retained on the student's record.

G. Unexpected or exceptional circumstances

32. Unexpected or exceptional circumstances were those that were beyond the control of the student and for which there was no opportunity to prepare in advance.
33. The table below provides examples of unexpected or exceptional circumstances. Approval is not limited to these examples, if acceptable supporting documents are provided. Further supporting documents may be requested if needed.

| TYPE OF CIRCUMSTANCE | SUPPORTING DOCUMENTS |
|---|--|
| <p>a. <i>Medical circumstances*</i></p> <p>For example:</p> <ul style="list-style-type: none"> • an unexpected illness • a re-occurrence of a chronic illness • an accident causing injury <p>* A disability or illness for which a variation has already been approved will not be accepted unless the disability has been compounded by an unexpected change or an additional condition.</p> | <p>Students must submit a medical certificate that complies with the definition set out in the Glossary of University Terms</p> |
| <p>b. <i>Compassionate circumstances</i></p> <p>Hardship or trauma including:</p> <ul style="list-style-type: none"> • a death or serious illness/injury of a close family member • a severe disruption to domestic arrangements • being a victim of crime | <p>Supporting documents may take the form of:</p> <ul style="list-style-type: none"> • a certificate or letter from a relevant health care professional who is qualified to assess and support the application • written support from a Student Engagement Unit counsellor who has knowledge of the student and their circumstances • a police report where relevant • a death or funeral notice |
| <p>c. <i>Other unexpected or exceptional circumstances</i></p> <p>For example:</p> <ul style="list-style-type: none"> • religious observance (refer to Glossary of University Terms) | <p>Supporting documents may take the form of:</p> <ul style="list-style-type: none"> • a letter from a religious leader or formal documentation demonstrating religious affiliation • in the case of Aboriginal cultural practices, a document from an independent person, e.g. death certificate |

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| <ul style="list-style-type: none"> • Aboriginal cultural practices (refer to Glossary of University Terms) • community service, for example, jury duty, an unforeseen call to the Australian Defence Force or state emergency services • a summons to appear in court • a vehicle accident that occurred on the day of the examination or deadline for submission of the final assessment • training/sporting/rehearsing/performing commitments for elite athletes and performing artists as defined on the University's website • employment related circumstances such as a move interstate at short notice • outage of the University's online examination system | <p>(if culturally appropriate) or letter from a senior community Elder</p> <ul style="list-style-type: none"> • a certified call to Australian Defence Force service • a description of the emergency attended for state emergency services, including the date • a court summons • a copy of a police accident report • a letter confirming commitments for elite athletes and performing artists, as defined on the University's website • a letter confirming changed employment circumstances • a copy of the email and reference number confirming the IT support provided by the system provider or University in the case of an outage of the University's online examination system |
|---|--|

34. Supporting documents for unexpected or exceptional circumstances must be verifiable. Supporting documents signed by a relative or friend of the student will not be accepted.

35. The Registrar and Director: Student and Academic Services (or nominee) is not authorised to grant a further secondary assessment opportunity to a student on the basis of unexpected or exceptional circumstances if this would allow the student more than three opportunities per course (including the primary assessment period opportunity) to undertake the final assessment or examination.

When assessing applications relating to secondary assessment opportunities, the Registrar and Director: Student and Academic Services (or nominee) may determine that an outcome other than a further opportunity would more effectively support the student. Examples of such outcomes include, but are not limited to, referral for academic counselling or referral to the Student Engagement Unit.

Further Assistance

[Student and Academic Services Policy Team](#)

Related Documentation:

[Assessment Policy](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

Approval Authority: Academic Board, 28 October 2022

Commencement Date: 1 January 2023

Review Date: January 2026

History: This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.