



Policy Name:	Deferral of Examination Policy
Policy Date:	22 July 2009
Policy Code	AIM.PD.01
Date confirmed by ACB	TBA
Review Date	22 July 2010
Prepared by	Registrar
Date of Implementation	

Scope:

This policy outlines the process for current AIM/AADA students to request a deferral or extension for an assignment/essay/formal examination as well as AIM Departments' requests to change dates for examinations which are outside the scheduled examination semester timetables.

Procedure

Requests for extension of time for submission of an assignment

Students requesting an extension of the due date for the submission of an assignment are required to email their teacher and explain the reason for the extension. The teacher must respond to the student via email, copying the Head of Department into the reply including details of the revised submission date, if granted. The teacher is required to keep a log/record of all requests for extensions with the revised due dates for the assignments. Students who do not deliver assignments on the due date will lose 10% of the mark for the assignment per day. Teachers should only accept reasonable explanations for such requests and ask students for proof i.e. medical certificates or other documentation where possible. No due dates for assignments should be scheduled after week 12 of each semester. Requests should be received at least one week before the assignment is due.

Requests for deferral of mid semester examinations

Students requesting a deferral for a mid semester examination must do so via their teacher responsible for the delivery of the unit or his/her delegate i.e. a course coordinator. No written requests by the student is required and the approval will be made by the Departments who will advise students on the procedure and if approved will advise students of the new examination date. Departments are required to keep records of the deferred examination requests and ensure that the examinations are held and the marks will be recorded and included in the end of semester result collation process. **Deferment requests have to be received not later than 2 days after the examination has taken place and can only be approved if reasonable explanations for such requests have been submitted and are accompanied by evidence i.e. medical certificates or other documentation where possible.** Such Evidence should be retained by the department until the deferred examination has been conducted after which time the evidence should be forwarded to student services for filing.



Requests for deferred formal 'End of Semester' examinations

Students who request a deferral for an End of Semester examination must complete a 'Request for Examination Deferral' form available from Student Services, or the AIM website. The form must be submitted to the Registrar's office. A recommendation from the Head of Departments of the unit will be sought. If the Head of Department recommends that the student is able to defer his/her examination and the re-scheduled examination date falls within the 2 weeks examination period, then the request does not have to be presented to the Discipline and Appeals Committee. Should the Head of Department recommend that the student should not be granted a deferred examination then the request has to be forwarded to the Discipline and Appeals Committee for further consideration. Deferral of examination requests, with rescheduled examination dates that fall after the ERC 1 session also have to be referred to the Discipline and Appeals Committee for further consideration. Requests for deferred examination **cannot be made later than 2 days after the examination** has taken place.

Requests for deferrals of End of Semester examinations by departments

Departments wishing to defer or schedule examinations outside of week 13 and 14 of a semester must request permission to do so via the Discipline and Appeals Committee. The request should be forwarded to the D&AC by not later than week 10 of a semester.

GENERAL ADVICE ON DEFERRED MID SEMESTER EXAMINATIONS

It is recommended that departments schedule all deferred examinations on one day for all students, one week after the original examination has taken place. Mid semester examination papers are not be returned until the deferred examination for a unit has taken place to avoid plagiarism. Deferred Exam papers should be altered and differ from the original exam questions to avoid students passing on information to each other.

Examination Papers and Assignments

All mid semester examination papers and assignments are to be returned to students after the deferred examination date has passed which should be set not later than one week after the examination has taken place. Students have to request a deferred examination not LATER THAN 2 DAYS after the examination has taken place, Approval of such requests HAS to be based on written evidence to ensure that student receive consistent information and for equity reasons.

Delivery authority and responsibility matrix

<i>Responsibility</i>	<i>Staff Position</i>
Teachers to keep a record of extensions/deferments granted for assignments	Teachers who teach units of study at AIM
Coordinators and Head of Departments to keep track of deferred exam requests, ensure new dates are set, ensure marks will be included in the end of semester result collation	Coordinators and Head of Departments

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process, ensure that deferred examinations are scheduled and the student is informed of his/her new examination date if approved.	
End of Semester Examinations deferral requests to be forwarded to Head of Department for recommendations – to be submitted to the Discipline and Appeals Committee for further consideration if Head of Department rejects the application or the re-scheduled date falls after the ERC 1 session.	Discipline and Appeals Committee, Head of Departments

Dissemination of information

This policy will be available to staff on the staff intranet and to students on the AIM student website.

Implementation

The implementation will commence from 22/3/09

Procedure management

The Registrar will be responsible this procedure will be adhered to and review the policy if changes to the policy/protocol are required

Attachments

Request for Deferral of Examination form