### ASSESSMENT – EXEMPTIONS AND EXTENSIONS

#### Summary

- Extensions rather than exemptions are the preferred means of responding to students who have missed assessment due dates for valid reasons. If extensions are not possible, then suitable alternative assessment should be provided.
- Where extensions and alternate assessment are not logistically possible, exemptions may be granted for assessment items with an accumulative value equal to or less than 15%.
- Exemptions can only be for assessment of material that is covered adequately by other forms of examination in the course.
- Requests for exemptions must be submitted within 14 days of the assessment due date or examination.
- Requests for extensions must be submitted prior of the assessment due date or examination.

#### Intra-semester assessment - Examinations

- The General Assessment Rules (please select appropriate year) allow for the Head of School to set special examinations for students who have missed intra-semester examinations for valid reasons. The School policy is that special examinations will be provided to eligible students when the value of the examination is greater than 15%. This special examination may be in a different form to the original examination (at the discretion of the course coordinator). The questions of the special examination must be reasonably different from the original examination. Students who miss the special examination cannot sit for another special examination and will receive no marks for that examination item.
- When the value of the examination is equal to or less than 15%, the student may apply for exemption. Exemptions should not be given when the assessment is considered either crucial for, or a unique learning experience in the course.
- Under exceptional circumstances, the Head of School may allow a course coordinator to exempt a student for an intra-semester examination worth more than 15%. In this case the general learning styles and goals must be covered adequately by other forms of examination in the course.
- All requests for special examinations and exemptions for intra-semester examinations will be submitted to the School Office no later than 5 working days after the date the original examination was held (please see GAR 1A.14 for variations to this date). The application is processed by the Student Services Team Leader after consultation with the course coordinator. The Head of School will consider extensions to this timeline for extenuating circumstances.

#### Intra-semester assessment - other than Examinations

- Students unable to meet due dates for intra-semester assessment for valid reasons (eg sickness with medical certificate) can apply for extension without penalty. Application for extension is via the appropriate form available at the School Office (or online) and should include a medical certificate and/or other pertinent certification. The application must be made no later than 5 working days after the due date of the assessment (please see GAR 1A.14 for variations to this date). The Head of School will consider extensions to this timeline for extenuating circumstances.
- Extensions rather than exemptions are the preferred means of responding to students who have missed assessment due dates for valid reasons. If extensions are not logistically possible then suitable alternative assessment should be provided.
- Exemptions are possible when the individual assessment is worth less than 15%. Exemptions should not be given when the assessment is considered either crucial for, or a unique learning experience in the course. Multiple exemptions for an individual student are allowed if the total value of the assessment is less than 15%.
- Under exceptional circumstances, the Head of School may allow a course coordinator to exempt a student for an intra-semester assessment worth more than 15%. In this case the general learning styles and goals must be covered adequately by other forms of examination in the course.
- In courses using a grading matrix, course coordinators have the discretion to allow an exemption. Exemptions should not be given when the assessment is considered either crucial for, or a unique learning experience, or a substantial component of the course.
- Students without approval of extension or exemption and submit assessment late will incur a penalty of 10% per day until the assignment is submitted (including weekends), or other penalty as specified in the course outline (eg depending on the overall assessment model). In courses using a grading matrix this may be a penalty of 1 band (eg A to B) for every 2 days late (including weekends).