

APPLICATION FOR DEFERRED ASSESSMENT

IMPORTANT: Please read the following information before completing this form.

In order to receive approval for a Deferred Assessment (i.e. approval to complete an assessment task or sit an examination at a later date), your application must satisfactorily demonstrate to the Unit Coordinator and Board of Examiners that the reason the assessment task was not able to be completed was due to exceptional circumstances outside your control.

Circumstances that may warrant approval of Deferred Assessment include, but are not limited to:

- Student injury, illness or medical condition
- Family issues (family injury or illness, bereavement etc)
- Commitments to participate in elite sport or other activities that warrant favourable consideration
- Commitments to assist with community service activities (for example, bushfire protection)
- Unavoidable and unexpected work commitments (e.g. relocation)

An Application for a Deferred Assessment must be lodged with your Unit Coordinator **BEFORE** the due date of the assessment task or the date of the examination.

The only exception is where your personal circumstances (e.g. illness) have prevented this. If this is the case, you will need to provide a satisfactory explanation as to why you were unable to lodge the application before the due date and supply documentation that clearly supports your explanation within 5 working days* of the due date of assessment task or examination.

You will receive a response to your application within 3 working days* of the decision on your application being made. This will generally be at the time of publication of results.

The submission of an Application for Deferred Assessment is no guarantee that your application will be approved.

All applications **MUST** be accompanied by relevant documentation. Refer to the reverse of this form for details of required documentation.

Please lodge your application with the School/Teaching area controlling your course. This should be done in person.

You will be advised of the outcome of your application by your School/Teaching area. If you have any questions, please contact your School.

FULL NAME: _____

STUDENT ID: _____ **TELEPHONE OR MOBILE CONTACT NO:** _____

COURSE No: _____ **COURSE TITLE:** _____

SCHOOL: _____

UNIT(S) FOR WHICH DEFERRED ASSESSMENT IS REQUESTED:

Unit No.	Unit Name	Study Period (e.g. Sem 1 2008)	Name of Lecturer	SCHOOL USE ONLY:	
				Application Supported by Lecturer Yes/No	Signature of Lecturer

STATEMENT BY STUDENT:

I hereby apply for Deferred Assessment in the above unit(s) as I am not able to complete the assessment requirements due to circumstances outside of my control. The grounds for my claim are set out on page 2 of this form (or attached) and all supporting certificates and other documentation are attached.

PLEASE STATE THE GROUNDS FOR YOUR APPLICATION IN THE SPACE PROVIDED.

I certify that all the details provided on this form and attached are correct and complete.

STUDENT SIGNATURE

DATE

GROUNDS FOR APPLICATION (If more space is required, please use an attachment)

DOCUMENTATION REQUIREMENTS

Where your reason for requesting approval for Deferred Assessment is an injury, illness or medical condition, you are required to provide a medical certificate from a medical practitioner registered by the relevant State Medical Board. The medical certificate should state the period of illness or incapacity and where possible, include a statement of support for your application. If required, you may need to provide a medical certificate from a specified medical practitioner or range of medical practitioners. Where the grounds for Deferred Assessment are work commitments, a letter from your employer clearly supporting your request is required. In other situations, documentation appropriate to the circumstances will be required as determined by the Unit Coordinator or Board of Examiners.

ADDITIONAL INFORMATION

Please refer to Section 13 of the 'Assessment and Student Progression Manual' under the 'A-Z Index' located on the policies website at www.policies.curtin.edu.au

APPEAL RIGHTS

If you are denied approval for a Deferred Assessment, you may lodge an appeal with your Faculty Pro Vice Chancellor. The appeal must be lodged in writing within 5 working days* of being advised that the Deferred Assessment has not been approved.

Any dispute regarding the required level of documentation (including any requirement to provide medical certificates from a specified medical practitioner or range of medical practitioners) shall be determined by the Director, Student Services.

*A **Working Day** is any day, Monday to Friday excluding:

- University-observed Public Holidays (either Academic or General Staff observed) in Western Australia; and
- the 16 calendar day period commencing on the Saturday of the week during which Christmas falls and ending on the Sunday of the week during with New Year's day falls (in 2009/2010, this period is from Saturday 19 December to Sunday 3 January 2010).

SCHOOL USE ONLY:

Unit No.	Unit Name	Name of Unit Coordinator	Approval of Deferred Assessment Recommended Yes/No	Signature of Unit Coordinator

NAME OF HEAD OF SCHOOL (or delegate): _____

APPROVED: **NOT APPROVED:**

HEAD OF SCHOOL REASON/S FOR DECISION (REQUIRED INFORMATION)

IMPORTANT INFORMATION FOR HEAD OF SCHOOL

If the Application for Deferred Assessment is NOT approved, you must advise the student in writing (hard copy or OCC) of the reasons for the outcome within 3 working days* of the decision being made. You must also advise the student of his or her further appeal rights as per above.

If the Application is approved, you must advise the student in writing (hard copy or OCC) of the outcome within 3 working days* of the decision being made and of the arrangements for the deferred assessment (including, where applicable, the date time and location of a deferred assessment examination).

SIGNATURE: _____

DATE: _____