

## ACT Policy on Granting Deferred Assessments

The following should be applied to all coursework units in all ACT awards.

Deferred instruments of assessments (DE) should only be granted in the case of special circumstances. A college may grant a deferral if it is satisfied that special circumstances apply to the student that are:

- beyond the student's control; and
- make it impracticable for the student to complete the assessment instrument(s) during the period in which the student undertook, or was to undertake, the unit.

The Registrar will be satisfied that the student's circumstances are beyond the student's control if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

Special circumstances that would make it impracticable for the student to complete the assessment instrument(s) would include:

- (a) medical circumstances; or
- (b) family circumstances; or
- (c) personal circumstances; or
- (d) employment related circumstances; or
- (e) course of study related circumstances.

All applications for deferred assessments must be in writing and should be received by the Registrar of the affiliated college before the due date of the instrument of assessment.

The Registrar may waive the time limit for making the application if s/he is satisfied that it was not possible for the student to apply within the time limit.

Deferred instruments of assessments may only be granted if the instrument has not yet been attempted.

Each application will be examined and determined on its merits. The Registrar will consider a student's claims, together with independent supporting documentary evidence that substantiates these claims. Any applications made on medical grounds must include a doctor's certificate that covers the period in question.

Applications, together with all supporting documentation, should be held in the student's file. From time to time the ACT office may conduct an audit of the application of this policy. If requested by the Dean or the ACT Academic Administrator this documentation should be made available on site.

Deferred instruments of assessments must be completed no later than the first week of August for first semester enrolments and no later than the first week of February for second semester enrolments. Reasonable alternate dates may be set by a college for units taught in intensive mode.

## **Incomplete results:**

From time to time a college may need to record an “incomplete” (I) for a student’s assignment or unit. As a norm, “incompletes” should only be granted for units with a significant field work component, and then only in exceptional circumstances such as the scheduling of that field work. “Incompletes” should not be granted to any other unit without consultation with the ACT office first. “Incompletes” will only be granted for the period of one semester. If a student has not completed the requirements of the unit by the end of the semester following that in which they first enrolled in the unit, the grade will be amended to a fail (F).

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### *Note:*

*Colleges have been granted the right to approve deferred assessments rather than having to go through the ACT office. Not only will this save time and effort on both sides, at times there is fairly sensitive information regarding a student’s circumstances that really should not be circulated to many people. This proposal will help safeguard their privacy.*

Anne Bates  
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ref: boards/2008 motions/deferred assignments