UNIVERSITY OF ST ANDREWS

POLICY ON DEFERRED ASSESSMENT

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Deferred Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Applies to all Undergraduate and Taught Postgraduate Students</td>
</tr>
<tr>
<td>Relationship with other policies</td>
<td>-</td>
</tr>
<tr>
<td>Owner</td>
<td>Proctor’s Office</td>
</tr>
<tr>
<td>Approving Committee</td>
<td>Learning &amp; Teaching Committee (LTC), then Academic Council</td>
</tr>
<tr>
<td>Policy approved date</td>
<td>4 June 2014</td>
</tr>
<tr>
<td>Policy effective from date</td>
<td>2014-15</td>
</tr>
<tr>
<td>Policy review date</td>
<td>End session 2014/15</td>
</tr>
</tbody>
</table>
1. Deferred assessment refers to the submission and marking of a piece of work or examination beyond the date of the module board thus making it impossible to report a module grade at that meeting.

2. Deferred assessment is not a right and permission will be granted only when the School judges that admissible grounds for deferral exist.

3. Requests for deferred assessment must be made to the relevant School Officer in advance of or as soon as practically possible after the published completion or examination date.

4. The deferral of assessments is not appropriate for minor ailments or permanent or long-term conditions that are under medical control. Students with prolonged chronic illnesses or disabilities should instead contact Student Services for advice in advance of any assessment submission date or published examination dates.

5. All requests for deferred assessments must be submitted to the School and supported by appropriate written evidence such as a letter from Student Services, letter from the police or evidence from a member of staff who was alerted to the circumstances at the time. Self-certificates alone for examinations and class tests will not be accepted. Schools can choose to accept the reasons given by the student for missing an examination or class test, or can refer the student to the Advice and Support Centre who will in turn advise the School accordingly. The primary reasons for granting deferrals are medical conditions that affect students for a substantial proportion of the time that would be expected to be expended on completion of the assessment. Deferred assessment on non-medical grounds will be approved only for serious personal reasons such as bereavement of a close relative or illness of dependants. Attendance at interviews or assessment centres and travel arrangements are not sufficient grounds for deferral of an examination or test.

6. Students who have not requested a deferred assessment in advance of the published completion date or examination date without good reason will not have the request approved.

7. At the time that a request for a deferral is made, the deadline for completion will be determined by the School. For work that is due during normal semester time, this will not extend beyond the academic year within which the piece of work or examination was due to be completed, ie the August resit diet. For work that is due to be submitted in the summer period, this may be extended at the discretion of the School for up to a maximum of 12 months.

8. Extensions to deferral deadlines are not permitted. Students who do not complete the deferral by the agreed deadline will normally be awarded a mark of 0 (which may affect the final degree classification or the progression of studies). If deferred deadlines are not met, the School must refer the student to Student Services, the Registry Officer (Student Support), or the appropriate Pro Dean where options such as leave of absence, S-coding, decanal discretion etc. can be discussed.
9. Once granted a deferred assessment by the School, the student cannot then retract the request.

10. Deferred assessments will be in the same format and length as the original scheduled assessments unless otherwise approved by the relevant Dean.

11. Alternative examinations for students who were unable to take an examination at the normal time may be scheduled within the same diet if possible. (Time at the end of each examination diet is kept free for this type of eventuality). If this cannot be accommodated, then the examination becomes a deferred examination and must be taken at the next resit or full examination diet. Alternative examinations are subject to the same conditions referred to elsewhere in the policy.

12. Students who fail a deferred examination will be permitted to continue their studies pending achievement of any missing credits at the next examination diet provided that all other conditions for progression have been met.

13. Deferred examinations and class tests will always comprise different questions from those used in the original diet or test.

14. Exceptions to this policy must have the approval of the relevant Dean.