



# Modified Arrangements for Coursework Assessment Policy

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## OVERVIEW

Assessment is a core academic activity and an essential component of the learning process. The Assessment for Coursework Programs Policy requires assessment practices to be fair and equitable and to give Students the opportunity to demonstrate what they have learned.

This Policy describes the modified arrangements that the University may provide to a Student in the event that their capacity to demonstrate their true level of competence in an assessment or Examination was, is, or will be significantly impaired as a result of medical, compassionate or extenuating circumstances.

## SCOPE AND APPLICATION

This Policy applies to all Students enrolled in undergraduate or postgraduate coursework courses (delivered via any mode of study) at the University. It should be read in conjunction with the [Assessment for Coursework Programs Policy](#), [Support for Students Policy](#) and the Reasonable Adjustments to Learning, Teaching and Assessment for Students Requiring Disability Support [Policy](#).

It also applies to University academic and professional staff with teaching and learning or Student support responsibilities for Undergraduate or Postgraduate Coursework Students.

Implementation of this Policy will be carried out in accordance with the University's [Code of Conduct](#) and the [Academic Board Statement on Undue Influence](#). Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this Policy must be reported in accordance with the [Fraud and Corruption Control Policy](#).

## POLICY PRINCIPLES

1. The University recognises that in some instances, Students may experience Circumstances which may impact on their capacity to demonstrate their true level of competence in an assessment.
2. The University offers three types of Modified Arrangements which are intended to support Students when such Circumstances arise:
  - a. Assessment Extensions;
  - b. Replacement Examinations; and
  - c. Additional Assessment.

3. Modified Arrangements will only be granted where it is educationally practical and reasonable ensuring that the integrity of the total assessment scheme will be maintained.
4. Modified Arrangements will be applied consistently and fairly.
5. The granting of a Modified Arrangement will not disadvantage other Students in the Course.
6. Where Modified Arrangements are granted, only the final official result will appear on a Student's formal academic transcript.

## AUTHORITIES

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Assessment	Approve applications for Assessment Extensions under Procedure 2	Course Coordinator	Subject to Procedure
Academic	Assessment	Approve exceptional modified assessment arrangements under Procedure 2(d)	Course Coordinator in consultation with the Head of School	Subject to Procedure 2(d)
Academic	Assessment	Approve the determination of a grade under Procedure 2(e) (averaging a Student's work over whole Course in specified circumstances)	Assessment Review Committee on recommendation of Course Coordinator	Subject to Procedure 2(e)
Academic	Assessment	Approve applications for Replacement Examinations under Procedure 3	Designated Examination and Results Officer/s	Subject to Procedure 3
Academic	Assessment	Approve applications for a Last Course Additional Assessment under Procedure 4	Designated Examination and Results Officer/s	Subject to Procedure 4
Academic	Assessment	Determine the nature of Additional Assessment	Course Coordinator	Subject to Procedure 4
Academic	Assessment	Make Additional assessment available to Students who have completed a Replacement Exam	Course Coordinator	Subject to Procedure 4
Academic	Assessment	Approve exemptions from the application of Procedure 4 for programs or Courses	Deputy Vice-Chancellor and Vice President (Academic)	Subject to Procedure 4
Academic	Assessment	Offer an alternative type of assessment in instances where it is not possible to defer a Modified Arrangement under Procedure 5(b)	Course Coordinator	Subject to Procedure 5

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Assessment	Approve the deferral of a Modified Arrangement in the form of an Examination under Procedure 5(d)	Course Coordinator	Subject to Procedure 5
Academic	Assessment	Approve the late submission of a Modified Arrangement made at the first available opportunity under Procedure 6(b)	Course Coordinator	Subject to Procedure 6(b)
Academic	Assessment	Approve the reduction in supporting documentation required to apply for an Assessment Extension in certain circumstances under Procedure 6	Course Coordinator	Subject to Procedure 6
Academic	Assessment	Verify a Student's claim who has either compassionate or extenuating circumstances	University Counsellor, Disability Advisor, International Student Advisor, Integrity Unit's Complaints Advisor, Education Welfare Officer, Wirtu Yarl Student Service Officer, Elite Athlete Coordinator or Roseworthy Student Support Coordinator	Subject to Procedure 6(f)
Academic	Assessment	Approve University-wide application form/s for Modified Arrangements	Director, Student Administration	

## PROCEDURES

### 1. Eligibility for a Modified Arrangement

- a) A Student may be eligible for a Modified Arrangement if their capacity to demonstrate their true level of competence in an Assessment Task or Primary Examination was, is or will be significantly impaired. With the exception of Modified Arrangements granted under Procedure 2(a), all applications for a Modified Arrangement must be accompanied with supporting evidence to the satisfaction of a Course Coordinator.
- b) An impairment may be as a result of:
  - i. Medical Circumstances including illness, injury or hospitalisation of the Student; or
  - ii. Compassionate Circumstances, being those which lead to suffering or misfortune which were outside of the Student's immediate control, including but not limited to:

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- 1) death or life-threatening injury or illness of an immediate family member, a member of the Student's household or an individual for whom a Student has a formally recognised carer's responsibility;
  - 2) illness or injury of a dependent of the Student which requires the Student to provide care;
  - 3) traumatic incident experienced by the Student including being a victim of a serious crime or involvement in a serious accident;
  - 4) natural disasters or a major political upheaval in a Student's home country;
  - 5) significant disruption to a Student's domestic arrangements and/or family arrangements;
  - 6) a Student's substantial and unanticipated financial hardship.
- iii. Extenuating Circumstances, being events beyond the University's control that compromise an assessment process, or significant commitments or obligations which are outside of the Student's control, including but not limited to:
- 1) religious and/or cultural obligations;
  - 2) First Nations Students' cultural practices
  - 3) formal legal obligations;
  - 4) military service commitments (including Army Reserve);
  - 5) service with a recognised emergency management service (including Country Fire Service or State Emergency Service);
  - 6) representing the University, State or nation at a significant sporting or cultural event;
  - 7) being an approved [elite athlete](#) preparing for or participating in a sporting event or attending a sporting commitment;
  - 8) a timetable clash for tests or Examinations;
  - 9) approved University activities, such as placements or overseas experiences (including Study Abroad and study tours).
- c) A Student will be ineligible for a Modified Arrangement if their Circumstances:
- i. were avoidable and the Student had reasonable opportunity to make alternative arrangements;
  - ii. relate to an illness, physical or mental health condition for which the Student has an Access Plan, unless there has been an exacerbation of the condition for which the Student has provided appropriate documentary evidence in accordance with Procedure 6;
  - iii. relate to balancing workloads from other units of study, disciplines or faculties;
  - iv. were personal commitments or events such as international travel, holidays or weddings;
  - v. are not supported by medical, or other acceptable documentation (see procedure 6(g));
  - vi. relate to natural stress and worry commonly experienced with Examinations, required Assessment Tasks or any aspect of coursework;
  - vii. are a result of misreading, misunderstanding, or being unaware of the Examination timetable.

## 2. Assessment Extensions

- a) A Student may apply for an extension for three (3) calendar days to an Assessment Deadline, by email to their Course Coordinator, without the need to provide supporting documentation, provided that:
- i. the Assessment Task is not an Examination, in-class test, quiz, lab work, groupwork, thesis, capstone assessment, professional placement, deferred modified arrangement, or any other assessment task identified by the Course Coordinator in the Learning Management System; and
  - ii. the application is made at least one business day before the Assessment Deadline.
  - iii. The Course Coordinator will assess and then either approve or reject the application based on the criteria for extension set out in Procedure 1.
- b) A Student may apply for an extension beyond the three (3) calendar days in accordance with Procedure 6 if, as a result of their Circumstances they were, are, or will be unable to meet an Assessment Deadline.

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- c) The Course Coordinator will assess the Student's application and will either:
    - i. grant an extension to the Assessment Deadline of up to 10 business days (or only 3 business days for Students enrolled in Online Teaching Periods) provided that the Assessment Deadline is not extended beyond the date for return of the Assessment Task or;
    - ii. allow other Modified Arrangements in accordance with Procedure 2(d) and 2(e); or
    - iii. reject the application if the Student is not eligible.
  - d) If a Student's Circumstances are exceptional and it is reasonable to extend the Assessment Deadline beyond the timeframe stipulated in Procedure 2(c)(i) the Course Coordinator may, in consultation with the Head of School (or nominee):
    - i. allow an extension to the Assessment Deadline of more than 10 business days provided that the mark will be available before the date that a Result Pending grade is automatically converted to a Fail grade; or
    - ii. allow the Student to complete an alternative Assessment Task in place of the original Assessment Task with an Assessment Deadline specified by the Course Coordinator; or
    - iii. after confirming that the faculty and school will support such an application, recommend that the Student apply to withdraw from the Course without obtaining a Fail grade.
  - e) If it is not educationally practical or reasonable to provide an extension, the Course Coordinator may:
    - i. recommend to the appropriate Assessment Review Committee that the Student be awarded a final mark obtained by excluding the assessment in question and proportionally scaling up the Student's marks for work completed during the Course if:
      - 1) it would be to the Student's advantage to do so; and
      - 2) the original Assessment Task was worth 20% or less of the total Course assessment; and
      - 3) the Student has completed all other Assessment Tasks in the Course; and
      - 4) the Learning Outcomes of the Course have been achieved by the already completed Assessments; and
      - 5) the Assessment Task is not a hurdle requirement; or
    - ii. negotiate with the Student to transfer the weighting percentage of the Assessment Task to an alternative exam(s) or assessment(s) (for example, if the assessment was weighted at 10% and an exam at 50%, the new weighting of the exam would be 60%) provided that the new weighting of the exam does not breach the [Assessment for Coursework Programs Policy](#); or
    - iii. after confirming that the faculty and school will support such an application, recommend that the Student apply to withdraw from the Course without a Fail grade.

### **3. Replacement Examinations**

- a) A Student may apply for a Replacement Examination in accordance with Procedure 6 if, as a result of their Circumstances they were, are, or will be unable to demonstrate their true level of competence in a Primary Examination.
- b) If a Student is granted a Replacement Examination prior to the Primary Examination they become ineligible to sit the Primary Examination. If the Student sits the Primary Examination the award of the Replacement Examination will be revoked and no further applications for a Replacement Examination will be considered for that Examination.
- c) If a Student sits a Primary Examination they will not be eligible for a Replacement Examination unless:
  - i. their Circumstances arose during the Primary Examination; and
  - ii. the Examination invigilator has been made aware of the Student's Circumstances and the Student leaves the examination venue before 50% of the time allowed for the Primary Examination had lapsed; and
  - iii. they did not complete the Primary Examination.If the Student submits an application for a Replacement Examination which is rejected, the Primary Examination will be marked and will count towards the Student's final mark.
- d) A Replacement Examination will:

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- i. test the same areas of skill and knowledge as the Primary Examination; and
  - ii. be equivalent, though not identical to the Primary Examination; and
  - iii. take place at a time and venue nominated by the University.
- e) Students must ensure that they are available to attempt a Replacement Examination at the time and venue nominated by the University.

#### **4. Additional Assessment**

- a) An Additional Assessment provides a single further opportunity for a Student who has narrowly failed to achieve a passing grade in a Course, enabling them to demonstrate the required skills, knowledge and Learning Outcomes of that Course.
- b) A Student may only be offered an Additional Assessment if they receive a Fail grade for a Course with an underlying mark within 5 percentage points of a passing grade (normally 45-49%).
- c) A Student will not be entitled to an Additional Assessment until they receive their final Course mark per Procedure 4(b). The final Course mark includes Replacement Examination or Assessment Extension results.
- d) A Student will be given at least 2 business days' notice of their eligibility to attempt an Additional Assessment.
- e) Where the Student has passed some components of the total Course assessment scheme but failed others, the Additional Assessment may cover the Learning Outcomes addressed by the failed Assessment task(s). Alternatively, the Additional Assessment may cover the Learning Outcomes of the whole Course.
- f) The Additional Assessment will be determined by the Course Coordinator.
- g) If the Student has taken a Replacement Examination for a Course, an Additional Assessment will be made available after final results are posted as per Procedures 4(a) and 4(b).
- h) A Student who received a mark of 50% or more but has not met the hurdle requirements for the Course will be offered an Additional Assessment to meet the hurdle requirement.
- i) A Student who receives a Fail grade in a Last Course may apply for an Additional Assessment.
- j) Following the Additional Assessment, the Course Coordinator will recalculate the Course mark in a manner consistent with the Learning Outcomes of the Course. The final assessment mark awarded to the Student will be the higher mark of the original assessment or the mark following the Additional Assessment. If the original assessment is the higher mark, the Course Coordinator will notify the Student that their Additional Assessment has been marked and their final Course mark will not change.
- k) The maximum mark available to a Student is the lowest mark to achieve a passing grade for the Course, i.e. 50% Pass or Non-Graded Pass.
- l) Students must ensure that they are available to attempt an Additional Assessment at the time and venue nominated by the University.
- m) The Deputy Vice-Chancellor & Vice-President (Academic) may exempt for up to 5 years a Program or 2 years a Course from the application of Procedure 4 if there are sound academic reasons to do so. All exemptions will be reported to the University Education Committee.

#### **5. Deferring a Modified Arrangement**

- a) A Student may apply to defer a Modified Arrangement for one further opportunity in accordance with Procedure 6 if their capacity to demonstrate their true level of competence in the Modified Arrangement was, is or will be significantly impaired as a result of Medical, Compassionate or Extenuating Circumstances.

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- b) In instances where it is not possible to defer a Modified Arrangement, (e. g. a Replacement or additional Examination) an alternative type of assessment may be offered at the discretion of the Course Coordinator.
  - c) The Course Coordinator will assess the Application for a deferred Modified Arrangement and will:
    - i. Allow a further extension to the Assessment Deadline provided the mark for the deferred, assessment will be available before the date that a Result Pending clause is automatically converted to a Fail grade; or
    - ii. After confirming that the faculty and school will support such an application, recommend that the Student withdraw from the Course without a Fail grade; or
    - iii. Recommend to the appropriate Assessment Review Committee that the Student be awarded a final mark obtained by excluding the assessment in question and proportionally scaling up the Student's marks for work completed for the whole Course if:
      - 1) it would be to the Student's advantage to do so; and
      - 2) the original Assessment Task was worth 20% or less of the total Course assessment; and
      - 3) the Student has completed all other Assessment Tasks in the Course; and
      - 4) the Learning Outcomes for the Course has been achieved by the already completed assessments; and
      - 5) the hurdle requirements of the Course have been met; or
    - iv. Reject the application if the Student is not eligible.
  - d) If the application for a deferred Modified Arrangement is in the form of an Examination, the Examination and Results Officer will assess the Student's eligibility based on the criteria outlined in this Policy in Procedure 1(b).
  - e) A request for a further deferred Modified Arrangement will not be considered.

## **6. Applying for a Modified Arrangement for Coursework Assessment**

- a) For extensions outlined in Procedure 2(a), the Student must contact the Course Coordinator in writing and request an extended deadline of up to 3 calendar days. The Course Coordinator will confirm or deny the request in writing to the Student's University email account and document the revised deadline.
- b) For Modified Arrangements that are not covered by Procedure 6(a), a Student must complete the relevant form within the required timeframe as specified below. Where circumstances beyond the Student's control prevent submission within the required timeframe, the Course Coordinator may at their discretion, accept a submission made at the first available opportunity:
  - i. To apply for an Assessment Extension, a Student must submit an [Application for Assessment Extension](#) form prior to the Assessment Deadline. The Course Coordinator may reduce the level of supporting documentation required by the form provided it is to the advantage of the Student, variations are applied consistently and the nature and conditions of the Assessment Extension are documented;
  - ii. The Course Coordinator may approve late submission of an Assessment Task without submission of the Application for Assessment Extension form provided the length of the extension is less than 24 hours after the Assessment Deadline, to the advantage of the Student, variations are applied consistently and the nature and conditions of the Assessment Extension are documented;
  - iii. To apply for a Replacement Examination, a Student must submit an [Application for Replacement Examination](#) form at least 3 business days before the Primary Examination date unless:
    - 1) the Student's Circumstance arose during the Primary Examination in which case the Student must submit the form no later than 3 business days after the Primary Examination, where Day 1 commences the first business day immediately following the examination date; or

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- 2) the Student has Extenuating Circumstances as per Procedure 1(b) in which case the form must be submitted no later than 3 business days after the Examination Timetable is released by the University or within 3 business days of the Student becoming aware of the Extenuating Circumstance, whichever is latest; or
  - 3) the Student's Circumstances arose during the 3 business days before the Primary Examination Date, in which case Students must submit the form at their earliest opportunity and Procedure 6(d) will apply.
- iv. To apply for an Additional Assessment for a Last Course a Student must submit an Last Course Application form within 3 business days of notification of their final Course grade being released.
  - v. To apply to Defer a Modified Arrangement, the Student must submit the appropriate Application for Replacement Examination or [Application for Assessment Extension](#) form, at least 3 business days before the Replacement Exam, the Additional Assessment Deadline or deferred Assessment Deadline unless:
    - 1) the Student's Circumstance arose during the Replacement Examination in which case the Student must submit the form and supporting documentation no later than 3 business days after the Replacement Examination, where Day 1 commences the first business day immediately following the examination date; or
    - 2) the Student has Extenuating Circumstances as per Procedure 1(b) in which case the form must be submitted no later than 3 business days after the Examination Timetable is released by the University or within 3 business days of the Student becoming aware of the Extenuating Circumstance, whichever is latest; or
    - 3) the Student's Circumstances arose during the 3 business days before the Replacement Examination Date, in which case Students must submit the form at their earliest opportunity.
- c) The University will normally notify the Student of the outcome of their application via the Student's University email account within 3 business days of the University's receipt of it.
  - d) Students who submit an application for a Replacement Examination at least 3 business days before the date of the Primary Examination, will be notified of the outcome of the application at least 24 hours before the Primary Examination.
  - e) If a student submits an application less than 3 business days before the Primary Examination, and they are not notified of the outcome more than 24 hours before the Primary Examination, then they may sit the Primary Examination. If their application is approved Procedure 3(c) will not apply and they will be entitled to sit the Replacement Examination.
  - f) Supporting documentation must be original or certified copies and signed by an independent person or authority who is able to verify the Circumstances. Supporting documentation must be in English. Documents in a language other than English must be accompanied by an English translation.
  - g) If a Student has a Medical Circumstance, the medical section of the relevant form must be completed in full submitted with one of the following:
    - i. Medical Certificate;
    - ii. Health Practitioner Certificate; or
    - iii. Medical Letter of Support which includes sufficient information to satisfy the Course Coordinator.
  - h) If a Student has Compassionate and/or Extenuating Circumstances, the relevant form should be accompanied by sufficient written evidence from a person or authority able to independently corroborate the Student's claims regarding their Circumstances. Sufficient evidence may include, but is not limited to:
    - i. proof of death;
    - ii. police report;
    - iii. court summons;
    - iv. written evidence from Military Officer confirming the requirement to fulfil military service commitments
    - v. approved [elite athlete](#) documentation;



- vi. official correspondence from a religious organisation, emergency service, sporting or cultural organisation;
- vii. written evidence from a Senior Community Elder.

Otherwise, the relevant section of the form must be completed by a University Counsellor, Disability Advisor, International Student Advisor, Integrity Unit's Complaints Advisor, Education Welfare Officer, Wirltu Yarlur Student Service Officer, Elite Athlete Coordinator or Roseworthy Student Support Coordinator or any other relevant authority who is able to independently verify the Student's claims.

- i) If the University believes that a student has deliberately submitted false or misleading information the application for a Modified Arrangement will be rejected and the student may be referred to the Student Misconduct Policy.
- j) A Student who wishes to appeal a decision made pursuant to the Policy should follow the [Student Complaint Resolution Policy](#).

## DEFINITIONS

Other definitions are as contained in the [University Glossary of Terms](#).

**Assessment Deadline** means the published submission date for an Assessment Task.

**Circumstance(s)** means Medical Circumstances and/or Compassionate Circumstances and/or Extenuating Circumstances as set out in Procedure 1.

**Examination** includes any formally supervised summative assessment that requires a Student to be assessed at a particular time and place irrespective of when in the semester it occurs.

**Assessment Review Committee** means the committee referred to in the [Assessment for Coursework Programs Policy](#)

**Last Course** means the single Course in an assessment period that a Student has failed but needs to pass in order to complete their program in that assessment period. This is identified at the time at which all final marks for Primary Examinations have been published and before results for Modified Arrangements are published.

**Medical or Health Practitioner** for the purpose of this Policy means a health professional (such as a medical practitioner or psychologist) that is registered with the Australian Health Practitioner Regulation Agency or a corresponding international regulatory agency.

**Modified Arrangement** means an alternative assessment arrangement that the University may provide as set out in Principle 2.

**Online Teaching Periods Policy** means Online Teaching Periods 1, 2, 3, 4, 5 or 6.

**Primary Examination** means the first sitting of an Examination.

<b>RMO File No.</b>	F. 2024/202
<b>Policy Custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible Policy officer</b>	Director, Student Life, Division of Academic and Student Engagement
<b>Endorsed by</b>	Academic Board on 5 June 2024
<b>Approved by</b>	Vice-Chancellor and President on 6 June 2024
<b>Related Documents and Policies</b>	<a href="#">Assessment for Coursework Students Policy</a>

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	<a href="#">Reasonable Adjustments to Learning, Teaching and Assessment for Students Requiring Disability Support Policy</a> <a href="#">Support For Students Policy</a>
<b>Related Legislation</b>	<a href="#">Education Services for Overseas Students Act (ESOS Act) 2000</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>
<b>Superseded Policies</b>	Nil
<b>Effective from</b>	22 July 2024
<b>Review Date</b>	21 July 2027
<b>Contact for queries about the Policy</b>	Educational Policy and Compliance: <a href="mailto:epc@adelaide.edu.au">epc@adelaide.edu.au</a>