



MODIFIED ARRANGEMENTS FOR COURSEWORK ASSESSMENT POLICY

Students are advised that the [Modified Assessment for Coursework Assessment Policy](#) has been updated. The revised policy becomes effective on **1 January 2016**. There are major changes so it is important that you familiarise yourself with the updated policy. Here are some of the important changes:

- Applications for a replacement exam must be submitted at least 3 business days before the primary exam (exceptions contained in clause 7 of the policy).
- The University will normally notify you of the outcome of your application via email within 3 business days.
- Modified arrangements will not be granted for minor ailments, travel, employment, family, customary, sport or leisure commitments, problems with balancing workloads or normal exam stress or anxiety.
- A medical certificate will not be accepted as evidence of a medical circumstance – section 2 of the Application for Replacement Examination or Assessment Extension form must be completed instead.
- If you are granted a replacement exam you will not be eligible to sit the primary exam.
- If you sit the primary exam you will not be eligible for a replacement exam unless an issue arose during the exam and you made an exam supervisor aware before 50% of the time had lapsed. If you apply for a replacement exam and your application is rejected the primary exam will be marked.
- If you apply for a replacement exam and are not notified of the outcome of your application 24 hours before the exam, you may sit the exam and if your application is approved you will be entitled to sit the replacement exam.
- You are required to make yourself available during the replacement exam period. Ensure that you do not book any travel or make any other arrangements during this period.
- You will not be entitled to an additional assessment in certain circumstances, including if you have already sat a replacement exam for the course.
- The University will aim to give you at least 3 days' notice of an Additional Assessment.
- If you submit false or misleading documentation you may be referred to the Student Misconduct Tribunal for an appropriate penalty.
- New application forms have been created which give guidance on what the University considers to be medical / compassionate / extenuating circumstances.

Please refer to the [Modified Assessment for Coursework Assessment Policy](#) for further information.

Questions regarding the revised policy can be directed to [Student Policy and Appeals](#).