

Policy 005: Deferral of Assessment

1. Purpose and scope

1.1. This policy outlines how ACM considers a student request for Deferral of Assessment.

1.2. This policy applies to all students studying on validated degree programmes and is designed to ensure that students are treated in a fair and equitable manner. □ It does not cover students registered on degree programmes run as part of a franchise agreement with Falmouth University. Students on these programmes should refer to the Falmouth University [Extenuating Circumstances Policy](#).

1.3 This policy covers circumstances where a student gives advance notice of consideration to defer an assessment deadline or event. Cases in which the assessment opportunity has already been missed may be dealt with through the Extenuating Circumstances Policy. Cases in which a student attempted assessment but feels that exceptional circumstances prevented them from making their best efforts are dealt with under the Appeals Policy.

2. Deferral of Assessment

2.1 ACM recognises that from time to time students will encounter exceptional circumstances that prevent them, through no fault of their own, from submitting work or being assessed according to the published schedule. This policy aims to ensure ACM upholds a fair balance between supporting students in exceptional circumstances and ensuring the fair treatment of the wider student body. No student shall be put in a position of unfair advantage over other candidates; the aim should be to enable all students to be assessed on equal terms.

2.2 Deferral of assessment or reassessment may be granted where exceptional circumstances prevent a student from completing assessment through no fault of their own. Deferral may only be granted by authority of the Student Progression and Assessment Board. In exceptional circumstances the Chair of the Student Progression and Assessment Board may make a decision in relation to Deferral of Assessment requests acting in accordance with provisions in this policy. Such actions will be reported to the Students Progression and Achievement Board and the earliest opportunity.

2.3 Students are encouraged to discuss their circumstances with the Programme Manager and/or Senior Programme Officer at the earliest opportunity, who may provide advice in relation to the application process and supporting documentation needed.

2.4 Students must submit applications for consideration to Registry with supporting medical certificate(s), and/or other authoritative supporting evidence before the assessment (or assessment component) deadline with all supporting evidence. Notwithstanding 2.5, late applications for deferred assessment will normally not be considered.

2.5 Any request for deferral after this deadline will not normally be granted except where exceptional circumstances have prevented the student from applying for deferral at the appropriate time, and it can be demonstrated to the satisfaction of ACM why they were unable to meet the deferral deadline.

2.6 Deferral of assessment may affect the decision of a Student Progression and Assessment Board on whether a student may proceed to the next stage of their programme, and in what mode of study.

2.7 Deferred assessment in a module must take place at the next available assessment opportunity or, in exceptional circumstances, at a time agreed by the relevant Programme Manager.

2.8 In all other instances failure to complete assessment normally results in the failure of the module (0%).

2.9 Deferred assessment(s) which are failed will be reassessed at the next available opportunity.

2.10 Students who have deferred assessment are not entitled to further tuition in the deferred component, where a full teaching or study block for the deferred module has been completed by the student. Students may be provided with tutorial support, and other non-timetabled support opportunities on request. Students are encouraged to engage with and make use of revision and study skills sessions offered by ACM.

2.11 Students will not normally be permitted to undertake reassessment in a component of a module which has already been passed.

2.12 No guarantee can be given that, following deferral of assessment or reassessment beyond the next available opportunity, the module content and form of assessment will remain unchanged. Where significant changes have occurred, the student may be required to repeat the relevant module(s) to satisfy all programme requirements.

2.13 Deferred assessment or reassessment will not normally be permitted beyond two years following commencement of study for the module.

2.14 Students will automatically be considered to be At Risk (AR) of achieving their programme award if a deferral of assessment has been authorised. Students with one or more summative assessments outstanding, whether due for submission with or without Penalties applied are considered to be At Risk.

Appeals

2.15 Students have the right to appeal the decision on a Deferral of Assessment request. Please refer to the Academic Appeals policy for further information.

Extenuating Circumstances

2.16 If the assessment period has passed or the reason for deferral of assessment is severe, the student may be advised to seek further recourse through ACM's Extenuating Circumstances policy and procedures.

3. Responsible Parties

3.1 The policy lead is responsible for the cyclical monitoring and review of the policy in liaison with the Quality Assurance and Enhancement Manager. The Deferral of Assessment Policy lead is:

- Academic Registrar

3.2 Implementation and compliance with the Policy, and corresponding Procedure will be overseen by the following designated staff:

- Head of Education
- Programme Managers

- Module Leaders
- Senior Programme Officers
- Academic Registrar
- Quality Assurance and Enhancement Manager
- Chair, Student Progression and Assessment Board

4. Reference Points

4.1 Internal:

- Deferral of Assessment Form
- Fitness to Study Policy
- Appeals Policy
- Extenuating Circumstances Policy
- Extenuating Circumstances Procedure
- Extenuating Circumstances Form

4.2 External:

- Middlesex University Regulations (Section E8) QAA Quality Code, Chapter B6: Assessment of Students and Recognition of Prior Learning
- QAA Quality Code, Chapter B9: Student Appeals and Complaints
- UAL Awarding Body Assessment Policy v6 Section 6: Special Consideration and Aegrotat

5. Date of Approval and Next Review

Version: 1.1

Approved on: 28 July 2017

Approved by: Academic Board

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