

What this information sheet covers:

- deferred assessment
- when you can and can't apply
- the application process
- options for review and appeal of an unsuccessful deferred assessment application
- what happens if you miss a deferred examination
- what to do if you can't complete an assignment on time

What is deferred assessment?

Deferred assessment is a replacement assessment task or examination, which can be applied for if a student is prevented from performing their assessment (e.g. exam, seminar presentation) on the scheduled date.

When can I apply for deferred assessment?

You can apply for deferred assessment if you were prevented from performing an assessment item, such as an examination, presentation or other assessment item scheduled for a particular date on the grounds of:

- illness;
- accident;
- temporary disability;
- bereavement;
- sporting or cultural commitment at a state, national or international representative level;
- other compassionate circumstances (e.g. serious illness of a family member or close relative).

Please refer to the [Assessment Policy](#) for a more comprehensive list of compassionate circumstances.

When can't I apply for deferred assessment?

An application for deferred assessment will generally not be approved on the following grounds:

- misreading an exam timetable;
- holiday arrangements, including international travel;
- sporting or cultural commitment, other than at a state, national or international representative level;
- if the application is submitted more than 3 working days after the assessment due date.

Applications may also be declined if there is reason to believe the student is seeking an unfair advantage through deferred assessment.

What is the difference between deferred assessment and special consideration?

Essentially if you are **unable** to **attempt** an assessment task or exam for the reasons listed above, you may apply for deferred assessment. If, however, you have **attempted** an assessment item or exam and your performance was seriously affected or you were seriously disadvantaged when the assessment item was attempted, you may apply for special consideration. Please refer to the [Assessment Policy](#) for more information.

How do I apply for deferred assessment?

Submit a deferred assessment form online, available from [Student Forms](#). You will need to attach appropriate documentary evidence to support your application e.g. Griffith University Student Medical Certificate (also available from [Student Forms](#)), bereavement notice, copy of accident report, etc. Please refer to the [Assessment Policy](#) for other acceptable forms of documentary evidence.

How long do I have to submit my application?

Applications for deferred assessment must be submitted online no later than 3 working days after the assessment (e.g. examination) date.

What happens after I submit my application?

The application is considered by the relevant decision maker. In the case of central end of semester examinations, this is the Senior Manager, Exams and Timetabling (or nominee). Applications for all other examinations, including school-based examinations, are considered by the Course Convenor. The application will then either be approved or declined and the student notified by email of the decision.

What if my application for deferred assessment is declined?

If you feel that your case for deferred assessment has been wrongly dismissed by the decision maker, contact the decision maker first to make sure you understand the decision. If you are still unhappy with the decision, you can:

Deferred central end of semester examinations

Request a review of decision within 10 working days of notification of the decision to the Dean (Learning & Teaching) using a [Review of a Decision Form](#). The decision of the Dean (Learning & Teaching) is final.

All other deferred assessment

Request a review of decision within 10 working days of notification of the decision to the Chair, School Assessment Board using a [Review of a Decision Form](#). If you are not satisfied with the outcome of the review, you may lodge an appeal to the Dean (Learning & Teaching) within 10 working days of notification of the outcome of the review. The decision of the Dean (Learning & Teaching) is final. Please refer to the [Student Review and Appeals Policy](#) and [Student Review and Appeals Procedures](#) for more information.

What if I miss my deferred examination date?

You cannot defer a deferred examination. The University's position is that you have already been given a significant concession by being awarded one deferred examination. If you are still unable to sit a deferred examination because of exceptional circumstances, you may apply to withdraw after the census date due to special circumstances.

What if I can't complete an assignment by the due date?

If you are unable to complete an assignment by the due date for the reasons listed above, you may apply for an extension. Requests for extensions of time to submit an assignment must be made in writing to the Course Convenor **before** the assignment due date. Where the request is on medical grounds, you will need to attach a Griffith University Student Medical Certificate (available from [Student Forms](#)). Please refer to the [Assessment Policy](#) for other acceptable forms of documentary evidence.

A copy of the extension request should be attached to the assignment when it is submitted. Please refer to the [Assessment Submission and Return Procedures](#) for more information on submitting assignments.

