

7

Secondary Assessments

Purpose

This section describes the provision of [secondary assessments](#) that may be offered after the conclusion of the primary assessment or [examination](#) period to enable students to fully complete the assessment requirements for a course. This may be through the academic considerations of [supplementary assessment](#), or the acknowledgement of unexpected or extenuating circumstances through [deferred assessment](#) or [special consideration](#).

Relevant to

- enabling programs
- undergraduate and postgraduate coursework programs
- single and cross-institutional courses
- Open Universities Australia (OUA) units delivered by UniSA
- courses approved for supplementary assessment (including examination)
- students with documentary evidence of unexpected and exceptional circumstances

Cross-references

- A-49: Postgraduate Coursework Degrees with a significant research component
- C-7: Students with disabilities
- APPM Section 3: Moderation and Variation
- APPM Section 8: Final Grades and Notations

7.1 Secondary assessments

7.1.1 Secondary assessments may take the form of:

- a. supplementary assessment (including examination),
- b. deferred assessment, or
- c. special consideration.

The conditions and procedures that apply to each of these forms of secondary assessment are described in the relevant sections below.

7.1.2 Secondary assessments:

- a. must test the same areas of skill and knowledge that the original assessment was intended to test
- b. must be consistent with the stated assessment criteria in the course information booklet
- c. will be scheduled after the primary assessment or examination period
- d. may not be available in courses with field or clinical placements
- e. will not be granted on the grounds that the student had mistaken the time of the examination or the venue, or missed the due date for an assessment.

7.1.3 Secondary assessments are held twice a year following the mid-year and end-of-year examinations. Secondary assessments outside this timeline are organised to fall within a regular [assessment period](#) in consultation between Schools and the Examination and Results Team: Student and Academic Services.

- 7.1.4 A [Course Coordinator](#) may authorise a variation to the secondary assessment [grade](#) entry date. This authorisation may only be used in exceptional circumstances (in most cases the date will not need to be altered). The Course Co-ordinator must inform Campus Central who will override the final secondary assessment or examination grade entry date. The flag will exclude the student record from academic review reports until the flag has expired.
- 7.1.5 Students with approved secondary assessment will have an assessment flag entered on their record by Campus Central or a UniSA partner administration office. The flag will indicate the specific form of secondary assessment that has been granted and will exclude the student record from the primary round of academic review reports.
- 7.1.6 Final results of secondary assessments, including original fail grades where a student did not complete the secondary assessment, will be included in the round of academic review reports that follow the secondary assessment period.
- 7.1.7 Students who have a Disability Access Plan may make their first attempt at assessment at the time of the secondary assessment (see policy C-7: Students with disabilities) and the full range of grades will be available.

7.2 Supplementary assessment (including examination)

- 7.2.1 Supplementary assessment may be used to offer students an opportunity to gain a supplementary pass (SP) in a course that has been approved for supplementary assessment.
- 7.2.2 Supplementary assessment may involve an examination or other form of assessment.
- The use of supplementary examination must be authorised by the division board (or a delegated committee) and reported to the Director: Student and Academic Services. The authorisation will remain valid for that course unless revoked by the authorising committee, regardless of whether the examination is needed during each delivery of the course.
 - Supplementary examination, as approved by a division board, may be granted in all undergraduate and postgraduate coursework programs offered by the [University](#).
 - The use of a supplementary assessment other than examination must be authorised by the school board or delegated committee. The supplementary assessment may include viva voce, prepared papers, essays or practical work and must be completed by the conclusion of the secondary assessment period.
- 7.2.3 The course information booklet must state clearly whether supplementary assessment is available in the course.
- 7.2.4 Supplementary assessment may not be available in courses requiring field or clinical placement. Course Coordinators must advise students of this in the course information booklet.
- 7.2.5 Supplementary assessment is not available for Open Universities Australia units delivered by UniSA.
- 7.2.6 Supplementary assessment will only be granted to students under the following conditions, and only if in the opinion of the Course Coordinator there is a reasonable expectation that the student could achieve a supplementary pass in the course:
- The student will require a grade point average (GPA) of 2.80 or greater for studies undertaken in the six months immediately preceding and relevant to the academic review period, to be considered for supplementary assessment.
 - For students who have undertaken less than 75% of a full-time load in the six months immediately preceding and relevant to the academic review period, the use of the GPA

is discretionary. However, supplementary assessment will not be awarded if more than 50% of the course load undertaken in the preceding six months has been failed.

- c. The student must have received a final grade of F1 in the course.
- d. The student may be awarded supplementary assessment in a maximum of two courses where a final grade of Fail Level 1 (F1) is obtained, provided the student has passed at least one course in the six months immediately preceding and relevant to the academic review period.
- e. Supplementary assessment will not be awarded for a final grade of Fail Level 2 (F2), except under the conditions described in 7.2.6.f below.
- f. Special arrangements regarding supplementary assessment (including examination) may be made for a student who is undertaking the final courses of their program. A student is defined to be undertaking the final courses of their program if they have nine or less units remaining to complete their program.

7.2.7 When a Course Coordinator recommends supplementary assessment, the following actions should be taken:

- a. The Course Coordinator is responsible for notifying Campus Central that supplementary assessment or examination has been granted.
- b. Campus Central will place a supplementary examination or assessment flag on the student's record. The flag will exclude the student record from the primary round of academic review reports.
- c. If the supplementary assessment is an examination, the Course Coordinator is responsible for notifying the Director: Student and Academic Services to ensure that an examination is scheduled in accordance with the schedule published by Student and Academic Services.
- d. Campus Central will notify the student in writing when a supplementary examination has been granted and advise the student to consult the examination timetable on the University website.
- e. If the supplementary assessment is *not* an examination the Course Coordinator is responsible for notifying the student in writing of the details of the assessment task, including the revised assessment submission date. A copy of the correspondence must be sent to Campus Central to be retained on the student's file.
- f. Successful completion of supplementary assessment will be recorded as a supplementary pass (SP).
- g. The original fail grade and/or the new result will be included in the round of academic review reports that follow the secondary assessment period. The original fail grade will stand if the student does not sit a supplementary examination or complete the supplementary assessment.

7.3 Deferred assessment

7.3.1 Deferred assessment is a form of secondary assessment which is granted to students who have been unable to complete the final assessment/examination, to enable them to achieve a final grade in a course.

7.3.2 Students may apply for deferred assessment if they can demonstrate, with supporting evidence, that due to unexpected or exceptional circumstances they are unable to sit the final examination or submit the final assessment by the due date. Students must demonstrate that the [unexpected or exceptional circumstances](#) occurred in a period of time directly related to attendance at the examination, or the deadline for submission of the final assessment.

7.3.3 Undergraduate, postgraduate coursework and Open Universities Australia students enrolled in UniSA courses may apply for deferred assessment.

- 7.3.4 Deferred assessment may not be available in courses requiring field or clinical placement. Course Coordinators must advise students of this in the course information booklet.
- 7.3.5 Students must lodge an application for deferred assessment at Campus Central or a UniSA partner administration office no later than five working days after the scheduled examination date or deadline for submission of the final assessment. The application must be accompanied by supporting evidence that demonstrates the unexpected or exceptional circumstances which prevented the student from sitting the final examination or submitting the final assessment. The student must also indicate on the form whether variations have already been granted in the course (see clause 3.2).
- 7.3.6 If the unexpected or exceptional circumstances also have an impact on the student's ability to complete and submit the form, they may write to the Director: Student and Academic Services at the earliest opportunity requesting that the five day time limit be waived.
- 7.3.7 Campus Central or a UniSA partner administration office will assess the deferred application and the supporting evidence, and will enter a deferred examination flag on the student record if the student:
- a. did not attend the primary examination
 - b. has provided supporting evidence of unexpected and exceptional circumstances, and
 - c. has declared on the form that there are no existing variations that have already been granted under Section 3 of this Manual.
- 7.3.8 Where the final assessment is not an examination and/or where supporting evidence is lacking, the application will be forwarded to the Course Coordinator who will decide which one of the following outcomes is the most appropriate:
- a. approval of a deferred assessment
 - b. approval of a deferred examination
 - c. no action (ie the original grade stands).
- 7.3.9 Where the Course Coordinator decides that the student will be granted a deferred assessment:
- a. the Course Coordinator will:
 - (i) mark the decision to approve deferred assessment on the form and return it to Campus Central or a UniSA partner administration office, and
 - (ii) advise the student in writing of the details of the assessment task, including the revised assessment submission date. A copy of the correspondence must be sent to Campus Central to be retained on the student's file.
 - b. Campus Central or a UniSA partner administration office will enter a deferred assessment flag on the student record. The flag will exclude the student record from the primary round of academic review reports.
- 7.3.10 Where the Course Coordinator decides that the student will be granted a deferred examination:
- a. the Course Coordinator will mark the decision to approve deferred examination on the form and return it to Campus Central or a UniSA partner administration office.
 - b. Campus Central or a UniSA partner administration office will:
 - (i) enter a deferred examination flag on the student record. The flag will exclude the student record from the primary round of academic review reports.
 - (ii) notify the student in writing, confirming the deferred examination and referring the student to the examination schedule on the University website
- 7.3.11 The full range of final grades will be available for deferred assessment.

- 7.3.12 The deferred assessment grade will be included in the round of academic review reports that follow the secondary assessment period, unless otherwise indicated by the Course Coordinator (see clause 7.1.4).

7.4 Special consideration

- 7.4.1 Special consideration is a form of secondary assessment which is granted to enable students to improve their final grade for a course, where completion of their final assessment was affected by unexpected or exceptional circumstances.
- 7.4.2 Special consideration may be granted by a Course Coordinator if a student can demonstrate, with supporting evidence, that their performance in the final examination or assessment was affected by unexpected or exceptional circumstances. The circumstances should have occurred either during the examination, or during the preparation time leading to the examination or deadline for submission of the final assessment.
- 7.4.3 Undergraduate, postgraduate coursework and Open Universities Australia students enrolled in UniSA courses may apply for special consideration.
- 7.4.4 Special consideration as secondary assessment may not be available in courses requiring field or clinical placement. Course Coordinators must advise students of this in the course information booklet.
- 7.4.5 Students must lodge an application for special consideration at Campus Central or a UniSA partner administration office no later than five working days after the scheduled examination date, or the deadline for submission of the final assessment.
- 7.4.6 If the unexpected or exceptional circumstances also have an impact on the student's ability to complete and submit the form, they may write to the Director: Student and Academic Services at the earliest opportunity requesting that the five day time limit be waived.
- 7.4.7 The application must be accompanied by supporting evidence of unexpected or exceptional circumstances which demonstrate that the timing of the event was significant enough to affect the student's performance in the final assessment or examination. The student must also indicate on the form whether variations have already been granted in the course (see clause 3.2).
- 7.4.8 Campus Central or a UniSA partner administration office will receipt and forward the application to the Course Coordinator who, after marking the student's final examination or assessment, will decide which one of the following outcomes is the most appropriate:
- no action (i.e. the original result stands)
 - adjustment to the assessment [mark](#) to make allowance for the unexpected or exceptional circumstances
 - an extension of time for the student to complete the assessment
 - an alternative assessment which allows the student to demonstrate learning outcomes similar to those related to the original assessment. The alternative assessment may take the form of an examination.
 - a replacement assessment which resembles as closely as possible the original assessment, and carries the same percentage of the total weighting for the course. The replacement assessment may take the form of an examination.
- 7.4.9 If the outcome is an alternative or replacement assessment:
- the Course Coordinator will ensure that the form is returned to Campus Central or UniSA partner administration office with the appropriate outcome noted.
 - Campus Central or UniSA partner administration office will enter a special consideration assessment or examination flag on the student record. The flag will exclude the student record from the primary round of academic review reports.

- 7.4.10 If the outcome is an alternative or replacement assessment which is an examination:
- a. Campus Central or UniSA partner administration office will notify the student in writing, confirming their enrolment in an examination and referring the student to the examination schedule on the University website.
 - b. The Course Coordinator is responsible for notifying the Director: Student and Academic Services to ensure that an examination is scheduled in accordance with the schedule published by Student and Academic Services.
- 7.4.11 If the outcome is an alternative or replacement assessment which is *not* an examination, the Course Coordinator will be responsible for notifying the student in writing of the details of the assessment task, including the revised assessment submission date. A copy of the correspondence must be sent to Campus Central to be retained on the student's file.
- 7.4.12 The full range of final grades will be available for special consideration.
- 7.4.13 The special consideration grade will be included in the round of academic review reports that follow the secondary assessment period, unless otherwise indicated by the Course Coordinator (see clause 7.1.4).
- 7.4.14 If a student does not complete the assessment granted under clauses 7.4.8 c, d, or e, the original grade will stand.

7.5 Unexpected or exceptional circumstances

- 7.5.1 Unexpected and exceptional circumstances are those which were outside the control of the student and for which there was no opportunity to prepare in advance.
- 7.5.2 Students who wish to apply for deferred assessment or special consideration must provide supporting evidence that they encountered unexpected or exceptional circumstances either during an examination, or during the preparation time leading to examination or the deadline for submission of the final assessment.
- 7.5.3 Supporting evidence should be from persons of standing within the community. Additionally, documents provided as supporting evidence must be original documents that can be verified if questions arise concerning their authenticity.
- 7.5.4 The following sections provide examples of unexpected or exceptional circumstances. However approval is not limited to these circumstances if supporting evidence is provided.

7.6 Medical circumstances

- 7.6.1 Medical circumstances include:
- a. an unexpected illness
 - b. a re-occurrence of a chronic illness
 - c. an accident
- which occurred during preparation for a final examination or before the deadline for submission of the final assessment
- 7.6.2 A disability or illness for which a variation has already been made is not accepted unless the disability has been compounded by an unexpected change, or an additional condition.
- 7.6.3 Supporting evidence for medical circumstances includes:
- a. Part B of the application form, completed by a treating registered psychologist.
 - b. An original certificate or letter on surgery letterhead from a medical or dental practitioner, a registered psychologist or a psychiatrist, depending on the nature of the illness. Forms completed by other health professionals will not be accepted.

- 7.6.4 The certificate or letter should state:
- a. the date of consultation
 - b. the nature, severity and duration of the complaint as appropriate
 - c. the practitioner's opinion of how much the student's ability to perform satisfactorily in the final examination, or to complete the final assessment was affected by the timing and severity of the illness.
- 7.6.5 Supporting evidence must not be provided by a member of the student's family.

7.7 Compassionate circumstances

- 7.7.1 Compassionate circumstances include hardship or trauma such as:
- a. a death or serious illness of a close family member
 - b. a severe disruption to domestic arrangements
 - c. being a victim of a crime
 - d. an accident
- which occurred during preparation for a final examination or before the deadline for submission of the final assessment.
- 7.7.2 Supporting evidence should be from persons of standing within the community. Additionally, documents provided as supporting evidence must be original documents that can be verified if questions arise concerning their authenticity.
- 7.7.3 Supporting evidence for compassionate circumstances may include:
- a. an original stamped [medical certificate](#) from a registered treating medical or dental practitioner, or psychiatrist
 - b. a letter from a registered psychologist
 - c. a certificate from a funeral director
 - d. Part C of the Special Consideration application form completed by a Learning Connection Counsellor who had prior knowledge of the student and their circumstances.
- 7.7.4 Supporting evidence must not be provided by a member of the student's family.

7.8 Other special circumstances

- 7.8.1 Other special circumstances may include:
- a. [religious observance](#)
 - b. [community service](#) (e.g. jury duty, a call to the Australian Defence Force or state emergency service that was not foreseen)
 - c. a summons to appear in court
 - d. a minor vehicle accident that occurred on the day of the examination.
- In these circumstances documentary proof is required (see clause 7.8.4).
- 7.8.2 Elite Athletes who have been identified according to the [Elite athletes at UniSA - Guidelines](#) may claim unexpected and exceptional circumstances in support of an application for deferred assessment or special consideration.
- 7.8.3 Employment related circumstances such as a move interstate at short notice may be claimed as unexpected and exceptional circumstances. However, changed employment circumstances within the student's control, or holiday arrangements, are not considered a special circumstance.

- 7.8.4 Supporting evidence for other special circumstances can include:
- a. a certified call to Australian Defence Force service
 - b. a description and date of the emergency attended for State Emergency Service personnel
 - c. an original letter confirming changed employment circumstances
 - d. an original letter confirming training and/or competition dates
 - e. a copy of an accident report
 - f. a court summons
- 7.8.5 Supporting evidence must not be provided by a member of the student's family.