



Deferred Examinations Policy

A Deferred Examination (ND) may be awarded by a Board of Examiners to a student who has been unable to sit a final examination due to one or more of the following exceptional circumstances:

- Ill-health or disability immediately before, or on, the day of the Examination;
- A student's performance in the final examination is likely to be severely impacted by previous illness during the Trimester;
- Family/personal circumstances beyond the student's control;
- Other compassionate grounds at the sole discretion of the Board of Examiners;

Please note that religious or faith-based issues are also not in themselves grounds for special consideration, although they may be used to support an application on other, valid grounds.

A deferred examination (ND) can only be deferred once.

Exclusion

A student will not be eligible for a Deferred Examination in one, or more, of the following circumstances

- If a student attends and attempts a final examination;
- Misreading of the Examination Timetable;
- Holidays, leisure and sport are not valid reasons for a Deferred Examination;
- Usually, work is not a valid reason for missing an examination;
- The presentation of medical certificates relating to Chinese medicine, acupuncture, reflexology and other alternative therapies.

Procedure

- Students must formally apply in writing for a Deferred Examination.
- Except where ongoing illness precludes submission of the application, applications must be received by Holmes within three business days of the examination.
- An application shall include original written supporting documentation from an authorised medical practitioner, counsellor or a Justice of the Peace (or equivalent).
- Where a Board of Examiners awards a Deferred Examination, the notation ND will be listed against the unit (s) on their final results, and the student shall be advised in writing;
- Students are required to attend the Deferred Examination at a time and day scheduled by Holmes;
- Students who do not sit a Deferred Examination will have their ND converted to a Fail (NN) Grade, unless there are exceptional and validated reasons for missing the examination.

Review

An Associate Dean may review a student's application for a Deferred Examination and provide advice to the Board of Examiners in respect to:

- Whether the student has completed all the non-invigilated assessment items in the unit;
- Where a student has already received more than four deferred final examinations in their degree or more than two in consecutive semesters;
- The general appropriateness of the Board of Examiners awarding a Deferred Examination.