



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

OFFICE OF THE PROVOST

**GUIDELINE:
SUPPLEMENTARY, DEFERRED AND
IRREGULARLY SCHEDULED EXAMINATIONS**

Purpose:	To provide direction to academic staff and students on the award of supplementary, deferred and irregularly scheduled examinations.
Responsible Executive:	Registrar
Responsible Office:	Office of the Provost
Contact Officer:	Manager, Office of the Provost
Effective Date:	12 June 2006
Modification History:	Created November 2004 - Academic Council approved: 22 November 2004; Revised 9 June 2006 - Academic Council approved: 9 June 2006; reformatted September 2006

Rationale

To provide direction to academic staff and students on the award of supplementary, deferred and irregularly scheduled examinations.

Principles

Supplementary Examinations

1. The Board of Examiners is the only body of the University able to grant a supplementary examination to a student. The granting of supplementary exams is to be done in accordance with the University's General Regulations.
2. While it is understood that the supplementary examination will cover the same content/concept areas, as a general rule, a supplementary examination should be a new set of questions that are not the same as the first examination questions.

Deferred Examinations

3. The granting of deferred examinations is to be done in accordance with the University's General Regulations.
4. Deferred examinations will be scheduled by the Registrar at a time after the conclusion of the end of semester examination period and will generally be held in a time period known on the University calendar as "Deferred and Supplementary Examination Week".
5. A student must apply directly to the Registrar for deferral of any examination.
6. The Registrar can override or deny any application for deferred exams if, in the Registrar's opinion, considers it is not in the interests of the University or where the recommendation is contrary to an accepted policy or practice of the University.
7. A student may appeal the Registrar's decision in writing to the Provost.
8. Deferred examinations will generally only be granted in exceptional circumstances upon the production of such documentation as the Registrar deems appropriate (e.g. medical certificates, statutory declarations). In general, exceptional circumstances will be defined as circumstances that are beyond the control of the student. Examples of exceptional circumstances include but are not limited to:
 - A student is not able to sit a particular exam or all exams during the examination two weeks due to a medical condition.
 - A student is not able to study for the exams for two weeks immediately preceding the exams due to a medical condition.
 - There is a serious life-threatening illness of a brother, sister, parent, grandparent, partner, child or fiancé (e).
 - A death of a brother, sister, parent, grandparent, partner, child or fiancé (e) has occurred in the last two weeks of the teaching period, the study break or during the examination period.
 - A student has asked to represent their tertiary institution at an event held one week before or during the exam weeks or (if travel is involved) on 1-2 days after the last day of their exams.
 - A Theatre Arts student has an audition.
 - Sporting (or similar) official representation involving participation in the event (rather than attendance as a spectator).
 - The exam had been missed due to a car accident.
 - A student has to attend a meeting/conference on behalf of their employer.
 - An exam falls on a recognised religious feast day relevant to that student that would preclude students of that faith attending the exam.
9. Deferred exams will not normally be granted for the following:

- Acceptance of an invitation to attend a function such as a wedding, significant birthday or family reunion.
- Purchase of a non-refundable ticket e.g. overseas or interstate travel, sporting event or concert.
- Attendance at a conference or similar meeting.

Irregularly Scheduled Examinations

10. The granting of irregularly scheduled examinations are governed by the University's General Regulations.
11. It is recognised that in some exceptional and rare cases, it might be appropriate for a student to be permitted to sit an examination at a time, date, and/or place other than that which is scheduled by the Registrar and that it would be inappropriate to require the student to sit the examination in the Deferred Examination period. An example would include (but in no way is limited to) a student who has a minor car accident on the way to the University and arrives after the start of the examination (but before the completion of the exam).
12. The decision to allow an irregularly scheduled exam is made by the Registrar following consultation with the relevant Dean.

Study Abroad Students / International Students

13. An overseas student will only be granted either a supplementary, deferred or irregularly scheduled examination on the grounds listed in this document which is to be read in conjunction with the University's General Regulations.

Procedures

1. Applications for deferred examinations or irregularly scheduled examinations received by a lecturer or the School administration should be directed without amendment or comment to the Registrar.
2. The Registrar may grant a deferred examination or irregularly scheduled examination after consultation with the relevant Dean(s). The consultation will involve the School to which the student belongs and the School that teaches the unit.
3. Students should not assume that a deferred exam or irregularly scheduled exam will be given and then proceed to act based on this belief e.g. make travel arrangements during the examination period. Action taken on the basis of such an assumption cannot be used to strengthen the argument for approval of the application.