



**ADELAIDE MEDICAL
STUDENTS' SOCIETY**
— EST 1889 —

Replacement and Additional Assessments Policies

**Summary of Changes to University of Adelaide
Policies**

Simon Cousins, 8th March 2016

Summary of Policy Changes

Introduction

The University of Adelaide 'Modified Arrangements for Coursework Assessment Policy' and 'Academic Progress by Coursework Students Policy' have been updated by the University in 2016. These documents govern criteria for additional and replacement assessment including for examinations as well as assessment grievances and appeals. These changes will affect the timing for application for replacement examinations as well as eligibility for additional assessments. Links to summary documents for the University and to the full policies can be found below.

Modified Arrangements for Coursework Assessment Policy

Summary: <http://www.adelaide.edu.au/student/exams/docs/maca-student-policy-summary.pdf>

Full Policy: <http://www.adelaide.edu.au/policies/3303/>

Academic Progress by Coursework Students Policy

Summary: <http://www.adelaide.edu.au/student/policies/docs/student-policy-snapshot.pdf>

Full Policy: <http://www.adelaide.edu.au/policies/1803/>

Modified Arrangement for Coursework Assessment Policy

SUMMARY OF CHANGES RELATING TO REPLACEMENT ASSESSMENTS

- Applications for a replacement exam must be submitted at least 3 business days before the primary exam (exceptions contained in clause 7 of the policy).
- The University will normally notify you of the outcome of your application via email within 3 business days.
- Modified arrangements will not be granted for minor ailments, travel, employment, family, customary, sport or leisure commitments, problems with balancing workloads or normal exam stress or anxiety.
- A medical certificate will not be accepted as evidence of a medical circumstance – section 2 of the Application for Replacement Examination or Assessment Extension form must be completed instead.
- **If you are granted a replacement exam you will not be eligible to sit the primary exam.**
- **If you sit the primary exam you will not be eligible for a replacement exam unless an issue arose during the exam and you made an exam supervisor aware before 50% of the time had lapsed. If you apply for a replacement exam and your application is rejected the primary exam will be marked.**
- **If you apply for a replacement exam and are not notified of the outcome of your application 24 hours before the exam, you may sit the exam and if your application is approved you will be entitled to sit the replacement exam.**
- You are required to make yourself available during the replacement exam period. Ensure that you do not book any travel or make any other arrangements during this period.
- You will not be entitled to an additional assessment in certain circumstances, including if you have already sat a replacement exam for the course.

Summary of Assessment Policy Changes

- The University will aim to give you at least 3 days' notice of an Additional Assessment.
- If you submit false or misleading documentation you may be referred to the Student Misconduct Tribunal for an appropriate penalty.
- New application forms have been created which give guidance on what the University considers to be medical / compassionate / extenuating circumstances.

In summary, if you feel sufficiently impaired before your primary examination you can choose to submit an application for replacement assessment. If this application is approved you will not be able to sit the examination. If this occurs less than 3 days from your primary exam and you have not received approval 24 hours before the examination, sit your primary examination. If you are impaired during your examination, notify a supervisor before 50% of time has elapsed, complete your examination and apply for replacement examination within 3 days of the primary exam. If you do not receive approval your primary exam will be marked.



Academic Progress by Coursework Assessment Policy

SUMMARY OF CHANGES RELATING TO ADDITIONAL ASSESSMENTS

- The policy is now called the 'Academic Progress by Coursework Students Policy'.
- The policy applies to all undergraduate and postgraduate coursework students at the University of Adelaide and Ngee Ann-Adelaide Education Centre.
- You will be at risk if you do not pass more than 50% of the units in which you were enrolled in during a review period, fail the same course for a second or subsequent time or don't pass your end of year examinations.
- If you are at risk you will be required to complete a self-reflective survey to assist you to identify issues that may be affecting your academic performance.
- If you are at risk the University may implement intervention strategies to assist you in your future academic performance including development of a personal learning management plan, counselling, speaking with an academic advisor and referral to support services.
- If you receive an Intention to Exclude notice and do not submit a show cause submission within the required timeframe, you will be excluded from your program.
- Your show cause submission should as a minimum set out the reasons why you think you did not pass more than 50% of your units, what actions you have taken since first being identified as being at risk and what actions you plan to take in the future.
- If after considering your show case submission the University permits you to re-enrol in your program, you will be required to pass all courses in the next review period. You may also have restrictions placed on your enrolment.
- If you are excluded from your program you will not be able to apply for re-admission to programs at the same or higher level for a period of 12 months. If you re-apply your exclusion previous exclusion may be taken into account.
- If you are excluded from a double or combined degree you may be able to transfer to a single-degree program in certain circumstances.