



USQ Guidelines for Deferred Exam Applications

Deferred Exam Applications

We understand there may be special circumstances that prevent you from sitting your end of semester exam/s. A deferred exam may be granted if you cannot sit your exam/s on the scheduled dates and times for reasons out of your control such as:

- Medical
- Employment
- Family/Personal
- Other

Further information about special circumstances is available in the [Assessment of Special Circumstances Procedure](#).

How to apply

To apply for a deferred exam, please complete the online [Examination Deferral Application](#), attaching your supporting documentation.

You must submit your application and supporting documentation within five (5) University business days of the examination closing date.

Applications submitted after this time will only be considered where a Student can provide evidence in accordance with the [Assessment of Special Circumstances Procedure](#) that it was not possible to submit a request with five (5) University business days of the examination closing date.

Further information is available in the [Assessment Procedure](#).

Acceptable Reasons for deferring an exam

Deferring for Medical Reasons

To be considered for a deferred exam based on medical grounds, you must have your medical condition assessed by a medical practitioner, who can provide you with a medical certificate.

Special Circumstance	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none">• Medical illness or injury• Psychological illness• Cognitive function impairment	<ul style="list-style-type: none">• Medical certificate or documentation or psychological report from a registered health practitioner	<p>The medical certificate must be dated on or before the scheduled exam date/s. If this is not possible, it must state why the nature of your condition made it impractical for you to have obtained a medical certificate sooner.</p> <p>The reason provided cannot include non-critical medical needs, for example, a dental check-up.</p> <p>Where possible, the medical certificate must state how your condition affected your ability to prepare for or sit your exam as scheduled and/or that you were medically unfit to sit your exam as scheduled, however, it does not need to disclose personal or sensitive information.</p>

If you have a disability, injury, mental health or medical condition that impacts on your ability to study we encourage you to meet with a [Student Equity Officer](#). This could be to review your existing plan or create a new one to meet your needs during exams.

Deferring for Employment related reasons

If applying for a deferred exam for employment-related reasons, you must provide a statement from your employer (in English) indicating that you could not be released from work, were required to perform unexpected work duties that were more than your normal work requirements or unexpected work duties at a remote location.

We expect you to take reasonable steps to ensure your employer is aware of your study commitments at the beginning of each semester.

Special Circumstance	Examples of Documentation	Considerations for Assessment
Employment-related reasons	<ul style="list-style-type: none"> Written advice from employer which may include an email from a company email address that can be substantiated. Statutory Declaration for self-employed students. 	<p>The documentation must state why the employment-related reason is extenuating and unexpected/outside of your control. This must be written and signed by your employer (not the employee).</p> <p>The documentation must state when the circumstances became known to you and how it affected your ability to sit your exam as scheduled.</p> <p>We request the signatory's position and contact details at the place of employment.</p>

Deferring for family/personal reasons

A deferred exam for compassionate reasons may be approved in the event of the death, illness or injury of a dependant, close family member or friend.

Special Circumstance	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none"> Sad News/Sorry Business Death of Close Relative or close friend 	<ul style="list-style-type: none"> Death/funeral notice or funeral service pamphlet Information supplied in the Student Declaration Allied Health Professional statement 	Students can provide a declaration of their circumstances as a part of their online application.
Adverse experience, including witnessing or being the victim of a serious crime, domestic violence or sexual assault	<p>Student Declaration and/or appropriate supporting documents, for example:</p> <ul style="list-style-type: none"> Eviction notice Police report Allied Health Professional statement 	This may include serious illness of a family member/friend or a traumatic event.

Involvement with the justice system	<ul style="list-style-type: none"> • Letter or email from the relevant case manager or officer • Police report • Statement from solicitor 	The letter/email must state when the circumstances became known to you and how they affected your ability to sit your exam as scheduled.
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Deferring for other reasons

A deferred exam for other reasons will be approved where you provide documented evidence of unforeseen and significant events or circumstances that reasonably prevented you from completing your exam/s on the scheduled dates and times. This may include circumstances such as weather events, theft, flooding, emergency situations, technological failures, relocation etc.

Special Circumstance	Examples of Documentation	Considerations for Assessment
<ul style="list-style-type: none"> • Natural Disaster • Political upheaval • Acts of war or terrorism • Global pandemic • Unexpected technology failures 	<ul style="list-style-type: none"> • Government department advisories and Public Health Directions • Known facts, media reports or other information relating to political upheaval, Natural Disasters, pandemics or other circumstances • Your internet, or energy service provider must confirm the date and duration of the outage. 	<p>An email or evidence must state how the circumstance affected your ability to sit your exam/s on the scheduled dates and times.</p> <p>Unexpected technology failures may include extended loss of internet access or power outage which prevents access to an online or take home examination. The documentation must demonstrate that the outage was unexpected and prevented access to your exam on the dates and times scheduled. It must also demonstrate that you could not reasonably access an alternative device or internet connection to gain access to the exam within the schedule dates and times.</p>
Sporting commitment reasons	Written advice from relevant sporting body which may include an email from a sporting body email address that can be substantiated.	<p>Sporting commitments must be at a state, national or international level.</p> <p>Students operating at the highest levels as a performer or artist may also apply for a deferred exam based on the significance of their commitment.</p> <p>Written advice must confirm:</p> <ul style="list-style-type: none"> • The name of the specific activity/event

		<ul style="list-style-type: none"> • Dates <p>The significance of your commitment; and how it affected your ability to sit your exam as scheduled.</p>
Active Defence Force, Defence Reservist, or other emergency services commitments	Written advice from the relevant Defence Force, Reserve or recognised emergency services organisation	The written advice must detail your role as well as the start and finish dates of the activity and how it affected your ability to sit your exam as scheduled.
Legal commitments	Jury notice or court appearance order	The notice/order should state your confirmation of commitment with expected dates included.
Change of residential address & relocating	Documentation or correspondence from your solicitor, real estate agent, or third-party service provider confirming the property settlement date, eviction date or lease start/end date	Your statement and the evidence you provide must explicitly indicate you as a named party, tenant or occupant of the residence and demonstrate that the dates of your relocation conflicted with your capacity to sit your exam as scheduled.

Understanding Special Circumstances

Please refer to section [4.2 of the Assessment of Special Circumstances Procedure](#) to understand what may not be considered extenuating circumstances to be approved for a deferred exam.

Examples of unacceptable reasons to apply for a deferred exam include:

- Changes to personal travel or holiday plans
- Misunderstanding due date and/or assessment expectations
- Placement requirements or residential as stipulated by the Course Specification (other than in special circumstances)
- Social events/commitments

Please see further information in [section 4.2 of the Assessment of Special Circumstances Procedure](#).

Deferred exam processing

If you apply for a deferred exam, the request will be assessed in accordance with the [Assessment of Special Circumstances Procedure](#) and these Guidelines.

Deferred exam applications will form part of your student record.

Outcome of deferred exam applications:

You will be advised of the outcome of your application (approved or declined) via email.

If your application is approved, deferred examinations will normally be held within the next [Deferred and Supplementary Alternate Assessment](#) Period. Check the dates of these periods on the [Academic Calendar and Important Dates](#).

If you are unhappy with the outcome, you may seek a [review of decision](#).

Unable to sit for a Deferred or Supplementary exam in the Deferred and Supplementary Exam Period

If you are affected by ongoing or genuine circumstances that prevent you from sitting an approved deferred or supplementary exam as scheduled in the deferred and supplementary exam period, you may [apply for a deferred exam](#). You must ensure you provide updated and/or appropriate evidence to support your application.

You may apply based on reasons/supporting documentation for a subsequent deferred exam in accordance with the information above and the [Assessment of Special Circumstance Procedure](#).

If approved to subsequently defer your deferred or supplementary exam, you will be scheduled to sit your exam in the next offered USQ examination period. Check the dates of these periods on the [Academic Calendar and Important Dates](#).

Fraudulent documentation

Assessors may take steps to substantiate documentation submitted in support of a deferred exam application, where appropriate. In cases where documentation is suspected as potentially fraudulent, requests will be escalated to the Associate Dean, Learning, Teaching and Student Success.