

APPLYING FOR A DEFERRED ASSESSMENT?

APPLIES TO	DOES NOT APPLY TO	POSSIBLE GROUNDS	WHAT SUPPORTING DOCUMENTATION IS NEEDED?
<ul style="list-style-type: none"> Exams Tests Seminar presentations Performances Workplace-based assessments 	<ul style="list-style-type: none"> Assignments Reasonably avoidable circumstances Application submitted after 3 days Re-attempted assessment items Holiday arrangements Travel (local, national, or international) Misreading an exam timetable 	<ul style="list-style-type: none"> Illness Accident Temporary disability Bereavement Technical issues Sporting or cultural commitment Other compassionate grounds 	<p>The documents required depends on the grounds for your application. This may include a medical certificate, letter from employer, Statutory Declaration, Bereavement Notice, etc.</p> <p>Documents must include:</p> <ul style="list-style-type: none"> Name Date Contact details of person providing evidence

STEPS YOU CAN TAKE:



Submit online with supporting documents no later than **3 days after** the due date of the assessment.



You can request to undertake a deferred exam earlier than the scheduled period. Email your course convenor to make arrangements.



If you're unable to complete a deferred exam (due to exceptional circumstances) you can withdraw due to special circumstances.



If the deferred assessment has not been approved, a review of the decision can be lodged **within 10 working days**. [Click here](#) to view the review of decision form.