

DEFERRAL OF ASSESSMENT POLICY

1. Policy Statement

- 1.1. This policy describes how the Notting Hill Academy of Music (NHAM) looks upon the issue of Deferral of Assessment
- 1.2. This policy applies to all students and is designed to ensure that students are treated in a fair and equitable manner.
- 1.3. The Education Administrator/Registrar is responsible for managing and reviewing this policy and Education Administration staff are responsible for the effective operation of the Deferral of Assessment Policy and Procedures outlined below.
- 1.4. The content of this policy aligns with the regulations of NHAM's awarding organisation RSL Awards partners and other external stakeholders to whom NHAM must make reference.
- 1.5. Deferral of Assessment has a direct link with the following policies and procedures:
 - Academic Appeals
 - Assessment
 - Attendance
 - Equality and Diversity
 - Extenuating Circumstances

2. Objectives

- 2.1. To explain in an open, transparent and accessible way how NHAM will treat students who submit a request for Deferral of Assessment.
- 2.2. To describe the steps of the Deferral of Assessment process.

3. Deferral of Assessment

- 3.1. Deferral of assessment or reassessment may be granted where exceptional circumstances prevent a student from completing assessment through no fault of the student. Deferral may only be granted by Education Administration acting under authority of a Teaching, Learning and Assessment Committee or Final Examination Board.
- 3.2. Students must advise Education Administration of the circumstances surrounding the request for deferral and provide, where appropriate, a medical certificate or other supporting evidence. If sufficient evidence is not provided within one month of the submission of this form, the request will be rejected automatically.
- 3.3. The final deadline for application to Education Administration for deferral is no later than 10 working days following the assessment deadline. Any request for deferral after this deadline will not normally be granted except where exceptional circumstances have prevented the student from applying for deferral at the appropriate time, and it can be demonstrated to the satisfaction of NHAM why they were unable to meet the deferral deadline.
- 3.4. Deferred assessment in a unit must take place at the next available assessment opportunity unless a further deferral is exceptionally granted by Education Administration.
- 3.6. In all other instances failure to complete assessment normally results in the failure of the unit (unclassified) should the required learning outcomes not be met.
- 3.7. Deferred assessment which is failed must be reassessed at the next available opportunity.
- 3.8. Students who have deferred assessment are not entitled to further tuition in the deferred component.
- 3.9. A student is not entitled to undertake deferred assessment if the qualification which contains the unit has already been awarded.

3.10. No guarantee can be given that, following deferral of assessment or reassessment beyond the next available opportunity, the unit content and form of assessment will remain unchanged. Normally, deferred assessment or reassessment will not normally be permitted beyond two years following commencement of study for the unit.

4. Appeals

4.1. Students have the right to appeal the decision on a Deferral of Assessment request. Please refer to the Internal Academic Appeals policy for details.

5. Extenuating Circumstances

5.1. If the assessment period has passed or the reason for deferral of assessment is severe, the student may have reason to make use of NHAM's Extenuating Circumstances policy and procedures.

Procedures (Deferral of Assessment)

1. Student completes Deferral of Assessment form attaching supporting evidence as required:

- Illness or injury - an original medical certificate must be provided and be signed, dated and stamped by an approved Doctor/Surgery/Hospital. It must state what you are suffering from, the period of time affected and how it may affect your academic performance
- Death of a relative or friend - normally a copy of the death certificate
- Burglary or theft – a Police crime report or case reference number
- Public transport delay of over 1 hour – a letter from the Operating Company
- Private transport problem – will only be considered if acceptable authoritative evidence is supplied

2. Student submits Deferral of Assessment form and supporting evidence to Education Administration no later than 10 working days after the recorded deadline. Supporting evidence should be submitted no later than 20 working days after submission of the Deferral of Assessment form, otherwise the request may be rejected.

3. Education Administration log request of Deferral of Assessment form and supporting evidence.

4. Education Administration assesses evidence and accepts or rejects the request. Students will receive a response to their submitted form within 5 working days.

For students studying the Level 4 Creative Practitioner's Course, where deferral is authorised it is categorised as a first attempt. The student will then be given a date by which the assessment must be completed. If deferral is not authorised, or the reassessment deadline is not met, further opportunities to complete this assessment may not be possible.

5. Education Administration informs student of decision in writing, the date set to complete the outstanding work (if applicable) and the Academic Appeals Policy and Procedure. Education Administration also updates the student's record on the MIS.

6. The following would not normally be considered acceptable as a reason for deferral of assessment:

- Gig or other professional engagement that affects completion of assessment
- Wedding of a family member or friend
- Death of a pet
- Holiday which takes place during term time
- Strike action on public transport which has been publicised in advance
- Issues with personal computers/laptops or software
- Routine doctor or dental appointments