

DEFERRAL OF ASSESSMENT POLICY

Version	4.0
Effective date	September 2024
Date for review	August 2025
Policy owner	Head of Quality
Reference points	QAA Guide to Assessment: https://www.qaa.ac.uk/the-quality-code/2018/advice-and-guidance-18/assessment
Audience/handling notes	Academic, Staff, Students, External
Dissemination and implementation plan	This Deferral of Assessment policy will be published on the NHAM website, staff and student portals for reference by students and in the student handbook. Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Programme Leader will be responsible for the dissemination of the policy and procedures to academic staff; the Academy Manager will be responsible for training support staff on extenuating circumstances for those involved in pastoral or personal tutoring. Records of Deferral of Assessment applications will be kept securely by the Academy Manager.
Linked Policies, Procedures and Forms	Assessment (Policy), Extenuating Circumstances (Policy), Student Handbook, Disability Disclosure (Policy), Engagement & Attendance (Policy), Equity Diversity & Inclusion (Policy), Extenuating Circumstances Form.
Date approved	September 2024

1 Introduction

This policy describes how the Notting Hill Academy of Music (NHAM) looks upon the issue of Deferral of Assessment.

This policy applies to all students and is designed to ensure that students are treated in a fair and equitable manner. The Head of Quality is responsible for managing and reviewing this policy and Student Services staff are responsible for the effective operation of the Deferral of Assessment Policy and Procedures outlined below.

The content of this policy aligns with the regulations of NHAM's collaborative partner (validating institution) and other external stakeholders to whom NHAM must make reference.

Deferral of Assessment has a direct link with the following policies and procedures:

- Academic Appeals
- Assessment
- Engagement & Attendance
- Equity Diversity & Inclusion
- Extenuating Circumstances

2 Purpose

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



3 Deferral of Assessment

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 the Academy Manager under authority of the Head of Quality, Education Committee or Final Exam Board.

Students must advise Student Services of the circumstances surrounding the request for deferral and provide evidence of Extenuating Circumstances (using the Extenuating Circumstances Form) and supporting evidence. If sufficient evidence is not provided within one month of the submission of this form, the request will be rejected automatically.

The final deadline for application to Student Services 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.

Deferred assessment in a module must take place at the next available assessment opportunity unless a further deferral is exceptionally granted by Student Services.

In all other instances, failure to complete assessment normally results in the failure of that assessment with one further resubmission attempt allowed, which is capped at 40%.

If a student is granted deferred assessment and the assessment is failed, normal resubmission rules will apply. The assessment must be resubmitted at the next available opportunity and will still be capped at 40%.

No guarantee can be given that, following deferral of assessment or reassessment beyond the next available opportunity, the module content and form of assessment will remain unchanged. Normally, deferred assessment or reassessment will not normally be permitted beyond the academic year in which that assessment was deferred.

4 Appeals

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

5 Procedures (Deferral of Assessment)

1. Student completes Extenuating Circumstances 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 Extenuating Circumstances form and supporting evidence to Student Services 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. Student Services log request of Extenuating Circumstances form and supporting evidence. Student Services assesses evidence and accepts or rejects the request for Extenuating Circumstances and/or Deferral of Assessment. Students will receive a response to their submitted form within 5 working days.
4. Student Services informs student of decision in writing, the date set to complete the outstanding work (if applicable) and the Academic Appeals Policy and Procedure. Student Services also updates the student's record.

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 non-immediate 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/phones/laptops or software.
- Routine doctor or dental appointments.
- Proximity or number of assessments or examinations
- Pressure of paid or unpaid employment
- Misreading of examination timetables
- Poor time management

6 Enforcement, Monitoring and Review

Students applying for and being granted Deferral of Assessment will be monitored by Student Services to ensure that they are adequately supported. If NHAM's academic extenuating circumstances process has not resolved the issue, it may be that students are referred to discuss whether suspension or withdrawal might be more suitable for their circumstances. Student Services will monitor students who regularly apply for or require Deferral of Assessment and liaise with personal tutors and support services from NHAM's collaborative partner (validating institution) where required.

The nature, volume, impact and resolution of assessment deferrals will be considered as a standing agenda item at NHAM's Governance Committee to ensure oversight of student issues at the institution. It will provide an annual statement on extenuating circumstances as part of its annual monitoring and programme review processes.

Every two years, the Academy must review this policy to ensure that:

- it remains up to date and continues to meet the expectations of the UK Quality Code and Office for Students, applicable legislation or guidance;
- areas of improvement, or any concerns, raised by students, relevant external colleagues, or professional bodies have been addressed; and
- opportunities to reduce unnecessary bureaucracy have been taken.