



Incomplete Units Policy: Education and Counselling

Title: Incomplete Units Policy: Education and Counselling
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Policy overview

It is expected that all assessment items for a coursework unit will be submitted on the due date for that assessment and that students will sit for any final exam on the scheduled date as published by the Academic Registrar.

However, the College recognises that there may be circumstances where students will need to apply for extensions or the rescheduling of exams. Exams may be rescheduled on application to the Academic Registrar only under special circumstances, and then should only be rescheduled within the normal published exam period.

This policy outlines the options for a student where the requirements of a unit cannot be fulfilled and a final grade cannot be awarded for the unit at the normal conclusion of the academic period in which the unit was enrolled. Options include:

- Deferred Assessment/Examination (DE)
- Incomplete Result (INC)

Policy objectives

The objectives of this policy are:

- to define the policy scope;
- to define the guidelines for a Deferred Assessment/Examination; and
- to define the guidelines for an Incomplete Result.

Policy scope

This policy applies to all coursework units in the Faculties of Education (Morling Education and NICE) and Counselling.

Guidelines for a Deferred Assessment/Examination (DE)

- It is expected that all assessment items for a coursework unit will be submitted on the due date for that assessment. Where an individual assessment item will not be submitted by the due date a student should apply to the lecturer for an extension. The extended due date should fall before the lecturer must submit the final marks to the Registrar's Office.
- Students may apply for a Deferred Assessment/Examination (DE) if they are unable:
 - to complete the requirements of a unit due to special circumstances;
 - to submit an assessment by the due date where an extension will lapse or is not possible;
 - to sit an exam during the normal exam period.
- A DE may only be granted if the assessment has not yet been submitted or the exam not yet attempted.
- A DE will only be granted where it can be shown that the special circumstances that apply are:
 - i. beyond the student's control;
 - ii. and make it impracticable for the student to complete the assessment or sit the exam during the normal academic period in which the unit was enrolled.
- The lecturer and/or the Academic Registrar will be satisfied that the student's circumstances are beyond their control if a situation occurs which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.
- It is the student's responsibility to apply for a DE and the student should apply to their lecturer using the Application for Deferred Assessment (DE) Form and supply documentation (such as medical certificates) to support the application.
- Applications must be made as early as possible, before:
 - the assessment due date (or extended due date), or
 - the scheduled exam date, or
 - the Friday of the final week of lectures/teaching where the assessment due date or exam date occurs after lectures/teaching period have finished.
- Applications after these dates will be considered on a case-by-case basis and only for extreme circumstances.
- The student should consult their lecturer(s) to arrange new due dates for each DE granted and these dates should be specified on the application form.
- Where a DE has been granted the assessment or exam must be completed as soon as possible and no later than the first week of August for first semester enrolments and no later than the first week of February for second semester enrolments.

- The Lecturer will provide a copy of the Application for Deferred Assessment (DE) Form to the Registrar's Office and will list the DE on the Result Sheet for the unit. The lecturer will then notify the Registrar's Office of the student's finalised result as soon as possible.
- A Fail (F) grade will be issued where an assessment is not submitted or exam not taken by the agreed upon date.

Guidelines for an Incomplete Result (INC)

- An Incomplete Result (INC) will only be granted for units with a significant field work or practical component, and then only in exceptional circumstances where the field work or practical component can only be scheduled after the end of the normal academic period.
- A student should discuss these circumstances with the Lecturer at the beginning of the semester or as early as possible in the arrangement of the field work or practical component.
- The Lecturer will advise the Registrar's Office of the INC on the Result Sheet for the unit and will notify the Registrar's Office of the student's finalised result as soon as possible.
- An INC will only be granted for the period of one semester. If a student has not completed the requirements of the unit by the end of the semester following that in which they first enrolled in the unit the grade will be amended to a Fail (F).