APPLICATION FOR DEFERRED ASSESSMENT

Curtin
University of Technology

You must submit this form to the Head of School/Teaching Area controlling your course
no later than seven days after the end of the formal assessment

TITLE STUDENT ID

FAMILY NAME

GIVEN NAMES

ADDRESS

SUBURB

POSTCODE STATE/COUNTRY

CONTACT TELEPHONE

COURSE # MAJOR

COURSE TITLE

STUDY PACKAGE(S) IN WHICH DEFERRED ASSESSMENT IS REQUESTED

Study Package Number	Study Package Title	School/Area	Lecturer's Name	Lecturer's Signature

NB: SIGNATURE OF LECTURER DOES NOT AUTOMATICALLY GRANT DEFERRED ASSESSMENT

I hereby apply for deferred assessment in the above unit(s) as I did not complete the assessment requirements due to circumstances completely beyond my control. The grounds for my claim are set out overleaf (or attached) and all supporting certificates and other documentation are attached.

PLEASE STATE THE GROUNDS FOR YOUR APPLICATION IN THE SPACE PROVIDED OVERLEAF

I certify that all the details are correct and complete.

_____ _____
STUDENT SIGNATURE DATE

SCHOOL USE ONLY:

Compassionate ☐
Medical ☐
Psychological ☐
Other ☐ _____

APPROVED ☐
NOT APPROVED ☐

_____
Authorised Signature

_____
Date

GROUNDS FOR APPLICATION (If more space is required, please use an attachment)

General Instructions

1. Lodge this form with the School/Teaching Area controlling your course
2. If possible, lodge this form in person.
3. You will be advised whether or not your application has been successful by your School/Teaching Area. If you have any questions, please contact them.

Conditions

1. A deferred assessment shall normally be for a period of up to six months, but can be extended by the Chair of the Board of Examiners, after discussion with the Director, Student Services.

2. A deferred assessment will only be granted at the Board of Examiners, where it has been documented that the determination of the student's results have been affected by circumstances completely beyond their control and which are generally under the following conditions:

    a. Compassionate grounds (should be accompanied by a certificate from an appropriate Curtin counselor, minister of religion, medical practitioner or other appropriate person)

    b. Medical grounds (certificate from a medical practitioner)

    c. Psychological grounds (certificate from a registered psychologist)

    d. Other grounds (for example; project units where it can be shown that the project has been affected by circumstances completely beyond the control of the student)

Appeals

If you are not satisfied with the outcome of the application for deferred assessment an appeal can be made to the Director, Student Services.

Privacy Statement CRICOS Provider Code: 00301J

Curtin University of Technology will use all information obtained from prospective, current and past students to meet legislative requirements, for educational, administrative, promotional, statistical or research purposes in accordance with Curtin University of Technology's Guiding Ethical Principles and the national Privacy Principles. Particularly legislative and mailing requirements information is passed to a third party (for example mailing houses for purposes of billing, ATO, tertiary institutions, DEST, DIMA) who is bound to confidentiality.
Should you believe that a breach of privacy has occurred please submit your concerns in writing to the Director, Student Services.