

COVID-19 Assessment and Examination Adjustments Procedure

1.0 Purpose

2.0 Overview

3.0 Procedure

1.0 Purpose

This procedure is an interim document activated under the Assessment Policy, and aligns with the Assessment Procedure for Students and Assessment Procedure for Staff to make adjustments for assessment and examination practices during the on-going period of the Coronavirus (COVID-19) pandemic. This procedure is to be read and applied in conjunction with the policies and procedures referenced in this document.

2.0 Overview

Griffith University recognises the extraordinary circumstances our students and staff are experiencing as a result of the COVID-19 pandemic. The University is continuing to support student learning through these unprecedented conditions.

The University is making adjustments to the following policies and procedures to support students and staff during the COVID-19 period and will be in force until the pandemic situation eases:

- Assessment Procedure for Students
- Assessment Procedure for Staff
- Bachelor Honours Degree (AQF Level 8) Policy
- Postgraduate Qualifications (AQF Level 8 & 9) Policy

As a general principle, provisions in the above University policies and procedures that provide support for students during periods of illness and compassionate circumstances still apply, for example special consideration and deferred assessment. Compassionate circumstances may also include for example instances where a student has internet connectivity issues, financial hardship, etc.

Where there is no mention to a specific provision of a policy or procedure, it is taken to mean the provision of that policy or procedure is still applicable during the on-going period of the COVID-19 pandemic.

3.0 Procedure

3.1 Assessment Procedure Adjustments

The following adjustments currently apply to the specific sections of the Assessment Procedure for Students and/or Assessment Procedure for Staff.

3.1.1 Supplementary Assessment

In addition to the standard criteria for awarding supplementary assessment, students due to graduate who have not passed a final course will be offered a supplementary assessment irrespective of whether the Course Profile allows supplementary assessment for the course. The student must submit all assessment requirements of the course and also meet the following criteria:

NOTE: Effective from Trimester 2 2022

- the student has been identified as meeting the Program requirements to make them eligible to graduate; and
- the student received a grade of 3; or
- the student has achieved the percentage equivalent to a grade of 3 but has not met the required mandatory pass components of the course.

Where a student is awarded a grade of 3 in one or more courses and meets the criteria, the student will receive a supplementary assessment for each of the failed courses.

If a student has been granted a deferred assessment, the student is not eligible for a centrally administered supplementary assessment.

In exceptional circumstances, if appropriately satisfied, the Dean (Learning and Teaching) may approve School-based supplementary assessment subsequent to a student completing a deferred assessment.

If the student is not due to graduate the standard criteria in section 3.12.1 of the Assessment Procedure for Students apply.

3.1.2 Further extension to unfinalised grades

The Dean (Learning and Teaching) may approve an extension of an unfinalised grade beyond 6-months as stated in section 3.10 (*sub-section 3.10.3*) of the Assessment Procedure for Staff, where a student has been impacted and is restricted in finalising the grade due to exceptional circumstances. The Dean (Learning and Teaching) must satisfy themselves that the student:

- cannot complete the course within the nominated 6-month extension period; and
- is not restrained by registration and or accreditation requirements.

If appropriately satisfied, the Dean (Learning and Teaching) may approve for the finalisation of the grade to be held over to a specified later date.

3.1.3 Approval of late withdrawal from course(s)

Late withdrawal without academic penalty from any courses deemed to be impacted by the COVID-19 pandemic will only apply where specific approval has been granted by the Deputy Vice Chancellor (Education). When executing this condition, the Deputy Vice Chancellor (Education) will report at the next Learning and Teaching Committee meeting all cohorts to which the exemption is applied along with the rationale for the exemption.

3.1.4 Relaxation of supporting documentation requirements for students impacted by the COVID-19 pandemic

The requirement for a Justice of the Peace to witness a statutory declaration is not required where the Deputy Vice Chancellor (Education) approves that a specific student cohort is deemed to be impacted by the COVID-19 pandemic. The statutory declaration should include sufficient information for the relevant decision maker to consider in support of the direct COVID-19 impact.

To assist students who need to apply for an assessment application on medical grounds due to testing positive to COVID-19 but are unable to obtain a medical certificate, documentation received from a relevant state government health authority (e.g. Queensland Health) when the student reports a positive Rapid Antigen Test (RAT) or a positive Polymerase Chain Reaction (PCR) test result is also acceptable.

3.2 Bachelor Honours Degree (AQF Level 8) Policy Adjustment

The Honours Program Director may approve an extension of time as per section 9.2 of the Bachelor Honours Degree (AQF Level 8) Policy to submit the dissertation. The current provision allows an extension of no greater than 20 working days.

This limit may be extended at the Honours Program Directors discretion due to compassionate circumstances with due regard to maximum completion times for the program.

3.3 Postgraduate Qualifications (AQF Level 8 & 9) Policy Adjustment

The Program Director may approve an extension of time as per section 6 of the Postgraduate Qualifications (AQF Level 8 & 9) Policy to submit the research project or dissertation. The current provision allows an extension of no greater than 20 working days. This limit may be extended at the Program Directors discretion due to compassionate circumstances with due regard to maximum completion times for the program.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	COVID-19 Assessment and Examination Adjustments Procedure
Document number	2022/0000844
Purpose	This procedure is an interim document activated under the Assessment Policy, Assessment Procedure for Students and Assessment Procedure for Staff to make adjustments for assessment and examination practices during the on-going period of the Coronavirus (COVID-19) pandemic.
Audience	Students, Staff
Category	Academic
Subcategory	Learning and Teaching
Effective date	Trimester 2 2022
Review date	2026
Policy advisor	Senior Manager, Exams and Timetabling (Student Business Services, Student Life)
Approving authority	Learning and Teaching Committee

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Higher Education Support Act 2003 Higher Education Standards Framework (Threshold Standards) 2021
Policy	Assessment Policy
Procedures	Assessment Procedure for Students Assessment Procedure for Staff