

COVID-19 Assessment and Examination Adjustments Policy

Approving authority	Academic Committee
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Description	This policy is an interim policy to make adjustments for assessment and examination practices during the period of the Coronavirus (COVID-19) Pandemic. This policy is to be read and applied in conjunction with the policies and procedures referenced in this policy.

Related documents

[Assessment Policy](#)

[Assessment Submission and Return Procedures](#)

[Proctoring of Examinations Policy](#)

[Academic Standing, Progression and Exclusion Policy](#)

[Bachelor Honours Degree \(AQF Level 8\) Policy](#)

[Postgraduate Qualifications \(AQF Level 8 & 9\) Policy](#)

[\[Policy Statement\]](#) [\[Assessment Policy Adjustments\]](#) [\[Assessment Submission and Return Procedure Adjustments\]](#) [\[Proctoring of Examination Policy Adjustment\]](#) [\[End of Trimester Centrally Administered Examination Policy and Procedures Adjustment\]](#) [\[Academic Standing, Progression and Exclusion Policy Adjustment\]](#) [\[Bachelor Honours Degree \(AQF Level 8\) Policy\]](#) [\[Postgraduate Qualifications \(AQF Level 8 & 9\) Policy\]](#)

1. POLICY STATEMENT

Griffith University recognises the extraordinary circumstances our students and staff are experiencing as a result of the Coronavirus (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 Policy](#)
- [Assessment Submission and Return Procedure](#)
- [Proctoring of Examination Policy](#)
- [End of Trimester Centrally Administered Examinations Policy and Procedures](#)
- [Academic Standing and Progression and Exclusion policy](#)
- [Bachelor Honours Degree \(AQF Level 8\) Policy](#)
- [Postgraduate Qualifications \(AQF Level 8 & 9\) Policy.](#)

As a general principle, provisions in the above University policies 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 issues connectivity issues, financial hardship etc.

The adjustments in this policy will supersede the provisions outlined in the above policies. 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 COVID-19 period.

2. ASSESSMENT POLICY ADJUSTMENTS

The following adjustments apply to the [Assessment Policy](#) for the period covering the COVID-19 pandemic.

2.1 Assessment Methods, Types and Tasks

This section applies to section 3.1 of the Assessment Policy only. All other parts of the policy still apply.

The University will allow for non-proctored examinations to contribute no more than 50% of the total marks for the course. Changes to the course assessment plan weighting will require the approval of the Dean (Learning and Teaching).

2.2 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:

- 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 supplementary assessment.

If the student is not due to graduate the standard criteria in section 8 of the Assessment Policy apply.

2.3 Special Consideration

In addition to the standard criteria for special consideration set out in section 9.1 of the Assessment Policy a student may also apply for special consideration if technical difficulties seriously affected their performance when an assessment item was attempted or submitted. The student must support their application with appropriate evidence such as a screenshot of the technical disruption including the relevant date and timestamp, or a proof of help request lodged with IT support, or an officially signed statutory declaration detailing the situation.

Where a medical certificate is required to support a special consideration application and it is not obtainable, a signed statutory declaration will also be accepted and should include sufficient information for the decision-maker.

Statutory declarations that are not signed will not be considered by the decision-maker.

2.4 Deferred Assessment

In addition to the standard criteria for special consideration set out in section 9.3 of the [Assessment Policy](#), if a student was prevented from attempting their scheduled assessment (in-trimester or end of trimester) due to an internet connectivity issue or other technical disruptions, including unsuitable equipment, the University will grant a deferred assessment. The student must support their application with appropriate evidence such as a screenshot of the technical disruption including the relevant date and timestamp, or proof of help request lodged with IT support, or an officially signed statutory declaration detailing the situation.

Request for a deferred assessment on medical grounds must be submitted online with a medical certificate no later than 3 working days after the date of the scheduled assessment. Where a medical certificate is not obtainable, signed statutory declaration is required and should include sufficient information for the decision-maker.

Statutory declarations that are not signed will not be considered by the decision-maker.

2.5 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 12 of the [Assessment Policy](#), 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. ASSESSMENT SUBMISSION AND RETURN PROCEDURE ADJUSTMENTS

The following adjustments will be made to the [Assessment Submission and Return Procedure](#) for the period covering the COVID-19 pandemic.

3.1 Assessment Extension

The maximum period of assessment extension in section 3.8 of the [Assessment Submission and Return Procedure](#) will be extended. For extension based on:

- medical grounds with a medical certificate, a maximum period of 21 calendar days extension may be applied by the Course Convenor
- medical grounds with no medical certificate, a maximum period of 5 calendar days extension may be applied by the Course Convenor
- bereavement, a maximum period of 21 calendar days extension may be applied by the Course Convenor
- other personal, professional or exceptional circumstance, a maximum period of 5 calendar days extension may be applied by the Course Convenor.

4. PROCTORING OF EXAMINATION POLICY ADJUSTMENT

The [Proctoring of Examinations Policy](#) will be suspended with the exception of the provisions in section 4 – Online Proctors. There will be no supervised or proctored on campus examinations for in-trimester and end of trimester exams. There may be some exceptions due to the special requirements of a course or the student. Affected students will be advised by the end of week 5.

For online exams it is the student's responsibility to ensure they participate in any practice online exams to test their internet connectivity and equipment set-up prior to the actual exam. Students are to have adequate and reliable internet connectivity; hot spotting off a mobile device is not considered adequate connectivity. To accommodate situations where students are unable to undertake exams at an off-campus location, arrangements can be made for the student to take online exams on campus. The Course Convenor will provide a clear guideline of the requirements and conditions to undertake an online exam including any relevant support channels and the use of any online proctoring.

5. END OF TRIMESTER CENTRALLY ADMINISTERED EXAMINATION POLICY AND PROCEDURES ADJUSTMENT

The application of the [End of Trimester Centrally Administered Examinations Policy and Procedures](#) will be suspended.

6. ACADEMIC STANDING, PROGRESSION AND EXCLUSION POLICY ADJUSTMENT

The [Academic Standing and Progression and Exclusion policy](#) will be postponed during the academic standing review period 1 2020. No student will be excluded from the University on academic grounds during this period.

7. BACHELOR OF HONOURS DEGREE (AQF LEVEL 8) POLICY

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.

8. POSTGRADUATE QUALIFICATION (AQF LEVEL 8 & 9) POLICY

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.