



Title: Deferred and Late Assessment Procedures

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Review: The document is subject to a periodic review as per amendments of university policies

1. Purpose

This document describes the procedures for deferred and late assessments, to be followed by students and staff of Gulf University. These procedures relate to all deferred and late in-semester and major assessments undertaken during the students' formal learning process at the University. It also includes the mechanism of change of grades for such assessments.

2. Scope

This document applies to all deferred and late assessments of students' work in all programs.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University

4. Definitions

Assessors: Assessors are those people who are involved in implementing and marking the assessment tasks. In the case of formative assessments, these are often the instructors responsible for the courses. In the case of summative assessments, the assessors may be internal or external to Gulf University or a combination of both.

Major Assessments: Major assessments at bachelor programs are midterm and final examinations, mid- and final jury/panel assessments.

Serious Health Conditions: These conditions may include, but not limited to:

- illness, injury, or impairment,
- physical or mental conditions that involve inpatient care in a hospital, hospice, residential medical care facility with any period of incapacity or continuing treatment,
- pregnancy,
- chronic serious health conditions that are continuous over an extended period, or require periodic visits to a health care provider, or cause either episodic or long-term period of incapacity.

Student: A student is any individual who is formally registered in a program offered by Gulf University.

5. Procedure Details

5.1 Principles:

- 5.1.1 When the student attends an assessment, this declares that he/she is 'fit to sit' and shall not be able to claim afterwards that he/she were ill at the time and that his/her performance was affected.
- 5.1.2 Not performing well in an assessment is not grounds as justifying circumstances for submission of a deferred assessment application.

- 5.1.3 All deferred assessment applications ((Form GU-PR11DLA-F03) shall be submitted to the Unit of Admission and Registration with supporting evidence and fees (with the exemptions stated in Articles (5.2.2), (5.3.7.ii), (5.3.8), and (5.3.10) of this document).

5.2 Deferred or Late Assessments:

In-semester Course Assessments:

- 5.2.1 In the case where a student is unable to attend an assessment due to legitimate and unexpected circumstances, s/he applies to Course Instructor for a Deferred or Late Assessment with justifiable excuse. The instructor shall conduct the Deferred or Late Assessments (reduce 10% of student's marks for the Late Assessment) within one week from the original date of the assessment, (Form GU-PR11DLA-F01) and (Form GU-PR11DLA-F02).

Major Assessments (Midterm and Jury/Panel Assessments):

- 5.2.2 In the case where the student is unable to attend the midterm assessment(s) due to legitimate and unexpected circumstances, s/he shall submit a deferred assessment form as stated in Article (5.1.3) of this document within a period not exceeding (3) days from the date of the last midterm assessment. Only the following cases are considered as the accepted excuse for exemption from deferred assessment fees if these cases occurred either before or on the day of the assessment:
- i. Death cases of 1st and 2nd degree relatives only, the student must submit a formal death certificate.
 - ii. Road accident with either injury or associated with student's hospitalization, the student must submit a formal report issued by the Traffic Authority and a certified medical report related to the accident issued by a state hospital indicating that the student has been hospitalized due to the accident and the period of hospitalization.
- In all other cases, the student shall submit the deferred assessment form with the supporting evidence and fees as stated in Article (5.1.3) of this document.
- 5.2.3 If the student is ill on the day of the assessment and is not able to attend, he/she shall call the academic advisor and the relevant instructor before the assessment is due to start. They will advise the student to submit a deferred assessment application within a period not exceeding (3) days from the date of the last midterm assessment. It should be noticed that minor medical conditions such as colds and headaches are not valid reasons to apply for deferred assessment.
- 5.2.4 If the student becomes ill during an assessment, he/she shall inform the invigilator/head invigilator. If the student is unable to continue, he/she will be allowed to leave the assessment venue. The student must ensure that the

invigilator is aware that he/she is ill so that the reason and time can be included in the invigilator's report.

- 5.2.5 For the case stated in (5.2.4), the student must submit (as soon as possible after the assessment) a deferred assessment form attaching all the medical evidence he/she has. The invigilator's report shall be considered as a support.
- 5.2.6 The Unit of Admission and Registration shall send the requests for deferred major assessments to relevant Deans, who shall verify and send the approved requests to the Examination Committee or to the concerned Department for Project Jury/Assessment Panel, who shall conduct the deferred assessments, (Form GU-PR11DLA-F04).
- 5.2.7 Instructors shall mark the students' exam/consider Jury results, finalize the Grade, and issue "Student's Change of Grade Form" to be approved by the relevant Head of Department and the Dean, (Form GU-PR11DLA-F05).
- 5.2.8 The Unit of Admission and Registration shall receive and keep all "Change of Grades Forms"; update the grades in the system and shall announce the results to the students.

5.3 Deferred and Absence Cases in Final Assessments

A. Deferred Final Assessments

- 5.3.1 If the student is ill on the day of the assessment and is not able to attend, he/she shall call the academic advisor and the relevant instructor before the assessment is due to start. They will advise the student to submit a deferred assessment application within a period not exceeding (3) days from the date of the last final assessment. It should be noticed that minor medical conditions such as colds and headaches are not valid reasons to apply for deferred assessment.
- 5.3.2 If the student becomes ill during an assessment, he/she shall inform the invigilator/head invigilator. If the student is unable to continue, he/she will be allowed to leave the assessment venue. The student must ensure that the invigilator is aware that he/she is ill so that the reason and time can be included in the invigilator's report.
- 5.3.3 For the case stated in (5.3.2), the student must submit (as soon as possible after the assessment) a deferred assessment form attaching all the medical evidence he/she has. The invigilator's report shall be considered as a support.
- 5.3.4 The Unit of Admission and Registration shall send the requests for deferred final assessments to relevant Deans, who shall verify and send the approved requests to the Examination Committee or to the concerned Department for Project Jury/Assessment Panel, who shall conduct the deferred assessments, (Form GU-PR11DLA-F04).

B. Absence Cases in Final Assessments

- 5.3.5 In the case, where a student is unable to attend the final assessment(s) due to legitimate and unexpected circumstances (stated in Article (5.3.6) of this document), s/he shall submit a request for deferred assessment due to absence (in accordance with Article 5.1.3 of this document) within (3) days after the final assessments period stated in the university academic calendar.
- 5.3.6 The following cases are considered as acceptable excuses for the student's absence in the final assessment(s), if these cases occurred either before or on the day of the assessment:
- i. Death cases of 1st and 2nd degree relatives only, the student must submit a formal death certificate.
 - ii. Road accident with either injury or associated with student's hospitalization, the student must submit a formal report issued by the Traffic Authority and a certified medical report related to the accident issued by a state hospital indicating that the student has been hospitalized due to the accident and the period of hospitalization.
 - iii. Serious health conditions, provided that the student must submit a valid and certified medical report issued by either state hospitals, state health centers, or private specialized hospitals.
 - iv. Unexpected circumstances of any occurrence or contingency beyond student's reasonable control, including, but not limited to, pandemic floods, fire, road lockouts, earthquakes, or other acts of nature.
- 5.3.7 The Unit of Admission and Registration shall send the requests for deferred final assessments due to absence to relevant Deans, who shall take one of the following decisions:
- i. Decline the request, consider the student "fail" in the course(s) and must enroll in the next semester, and inform the unit of Admission and Registration of the decision within one week of the date of receiving the request. The unit of Admission and Registration shall inform the student within one week of the date of receiving the decision.
 - ii. Approve the request and allow the student to attend the deferred final assessment within the deferred final assessments period (one week after the end of the original assessments period) with exemption from deferred assessment fees.
In this case, the Dean shall inform both the unit of Admission and Registration and the relevant course instructor. The instructor shall assign the student Grade (IN) in the system, and this shall be changed after passing the deferred final assessment through "Change of Mark" form.
- 5.3.8 In the case of approved requests with reasons continued to affect the student after the deferred final assessments period, the relevant Dean shall decide

that the student is allowed to attend the final assessment with other students enrolled in the course in the subsequent semester, and the student shall be exempted from assessment fees.

- 5.3.9 For the case stated in article (5.3.8) of this document, the relevant course instructors shall assign the student Grade (IN) in the system, shall change the Grade in the subsequent semester after the student has passed the final assessment through “Change of Mark” form.
- 5.3.10 In the case of approved requests with reasons continued to affect the student after the deferred final assessments period, the relevant Dean shall allow the student to attend a deferred final assessment (arranged by the Examination Committee within a period not exceeding the first 2 weeks of the subsequent semester), with exemption from deferred assessment fees, provided that:
- i. The student is expected to graduate at the end of the subsequent semester.
 - ii. The course is not offered in the subsequent semester.
 - iii. The course is a pre-requisite, which affects the normal study progression of the student.
- 5.3.11 In the case of approved requests with reasons continued to affect the student for the whole subsequent semester, the student shall enroll in the course(s) in the following semester. In this case, the student shall be exempted from credit fees for the course(s) based on approval from the university council and shall be assigned the Grade (W) in the system.

5.4 Assessment of Students with Special Needs

- 5.4.1 Arrangements to support students with disability during the deferred/late assessment process are made on a case-by-case basis depending on the requirements of the students. The relevant students must apply for these arrangements prior to the assessment period by contacting the unit of Students Services and the unit of Admission and Registration. Their application must be supported by medical or other evidence.
- 5.4.2 The unit of Students Services shall inform the Examination Committee and/or the relevant instructors to prepare for the required arrangements.
- 5.4.3 The arrangements shall include one or more of the followings:
- Adjustment of the venue of assessment.
 - Assistance in reading assignments, quizzes, and exam papers.
 - Assistance in writing their answers for assignments, quizzes, and examinations.
 - Offering flexible and additional reasonable time for all assessments.

6. Responsibilities

Students are responsible for:

- Following this document appropriately.

Instructors are responsible for:

- Implementing this document appropriately.

Heads of Departments are responsible for:

- Ensuring that all Instructors and students are fully informed of this document.
- Implementing this document appropriately.

Deans are responsible for:

- Ensuring that all faculty members and students follow this document.
- Implementing this document appropriately.

Unit of Admission and Registration is responsible for:

- Implementing this document appropriately.

Unit of Students Services is responsible for:

- Implementing this document appropriately.

University Examination Committee is responsible for:

- Implementing this document appropriately.

The Vice President for Academic Affairs is responsible for:

- Implementing this document appropriately.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document as custodian.

7. Related Policies

- Assessment Policy
- Plagiarism and Academic Misconduct Policy
- Disability Policy
- Teaching and Learning Policy

8. Related Procedures

- Assessments Procedures
- Plagiarism and Academic Misconduct Procedures
- Teaching and Learning Procedures

9. Related References

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook