

 <b>BOND UNIVERSITY</b>	<b>ASSESSMENT PROCEDURE</b>
Endorsing Policy	Assessment Policy
Procedure Owner	Deputy Provost Education
Contact Officer	Deputy Provost Education
Approval Authority	University Learning and Teaching Committee
Date of Next Review	December 2025

### 1. PURPOSE AND OBJECTIVES

This Procedure outlines essential processes relating to the management and administration of Bond University's Assessment Policy.

### 2. AUDIENCE AND APPLICATION

This Procedure applies to all staff and students involved in subject assessments in coursework programs.

Additional guidelines for effective teaching and assessment at Bond are available from the Office of Learning and Teaching [SharePoint site](#).

### 3. PROCEDURE CONTENTS

This Procedure comprises:

Assessment Communication Procedure	<a href="#">Schedule A</a>
Award of Grade Procedure	<a href="#">Schedule B</a>
Class Attendance and Participation Procedure	<a href="#">Schedule C</a>
Assessment of Group Work Procedure	<a href="#">Schedule D</a>
Variation of Assessment Procedure	<a href="#">Schedule E</a>
<ul style="list-style-type: none"> <li>▪ Progressive Assessment Extension Request Procedure</li> </ul>	<a href="#">Schedule E1</a>
<ul style="list-style-type: none"> <li>▪ Reasonable Adjustments for Assessment Procedure</li> </ul>	<a href="#">Schedule E2</a>
<ul style="list-style-type: none"> <li>▪ Deferred Examination Procedure</li> </ul>	<a href="#">Schedule E3</a>
<ul style="list-style-type: none"> <li>▪ Supplementary Assessment Procedure</li> </ul>	<a href="#">Schedule E4</a>
<ul style="list-style-type: none"> <li>▪ Resit Assessment Procedure</li> </ul>	<a href="#">Schedule E5</a>
<ul style="list-style-type: none"> <li>▪ Scheduled, Timed Assessment Procedure</li> </ul>	<a href="#">Schedule F</a>
<ul style="list-style-type: none"> <li>▪ Examination Procedure</li> </ul>	<a href="#">Schedule F1</a>

### 4. ROLES AND RESPONSIBILITIES

Procedure	Role	Responsibility
Assessment Communication Procedure	Executive Dean of Faculty or Head of University Academic Unit (UAU), or delegate	<ul style="list-style-type: none"> <li>▪ Approval of changes in the form of assessment after the commencement of teaching</li> </ul>
Award of Grade Procedure	Academic Senate Executive	<ul style="list-style-type: none"> <li>▪ Approval of change in grade when opposed by the staff member responsible for the subject</li> </ul>
Assessment Extension Request Procedure	Executive Dean of Faculty or Head of UAU, or delegate	<ul style="list-style-type: none"> <li>▪ Extension of an interim assessment item due date past Orientation Week of the semester following enrolment</li> </ul>
Reasonable Adjustments for Assessment Procedure	University Registrar or delegate	<ul style="list-style-type: none"> <li>▪ Approval of reasonable adjustments to assessment</li> </ul>
Deferred Examination Procedure	University Registrar or delegate	<ul style="list-style-type: none"> <li>▪ Acceptance of foreign medical certificates in exceptional circumstances</li> </ul>

### 5. DEFINITIONS, TERMS, ACRONYMS

**AHPRA** Australian Health Practitioner Regulation Authority

**Assessment task** Work such as an examination, test, assignment, practical, internship, clinical placement, presentation or other oral work, project, dissertation, or thesis which a student is required to complete for any one or a combination of the following reasons:

- the fulfilment of educational purposes (e.g., to motivate learning, to provide feedback or to demonstrate student performance against expected learning outcomes);

- to provide a basis for an official record of achievement or certification of competence; and/or
- to permit grading of the student's performance in the subject.

<b>Exceptional circumstances</b>	Unusual or unexpected circumstances in the context of the particular situation.
<b>Faculty</b>	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
<b>Lead educator</b>	The primary allocated teaching staff member of a subject, also known as a Subject Coordinator.
<b>Learning outcomes</b>	Explicit statements that describe the knowledge, skills, attitudes, or behaviours that learners should be able to demonstrate upon subject or program completion.
<b>Progressive assessment</b>	Also known as Interim assessment. Assessment that occurs during a semester (or, in the case of the Medical and Doctor of Physiotherapy programs, multiple semesters) and which contributes to the overall grade for the subject. It does not include an end of semester or point of progression examination.
<b>Student Identification number (SID)</b>	The 8-digit number given to a student during the application process; a means of identification for all official University processes.
<b>University Academic Unit (UAU)</b>	Bond University College (headed by the Director) and Transformation CoLab (headed by the Deputy Provost Education).
<b>Resit Assessment</b>	A Pass/Fail assessment available within selected programs in the Faculty of Health Sciences and Medicine to students who fail specified subjects.
<b>Supplementary Assessment</b>	A Pass/Fail assessment available to students under conditions as detailed in the Assessment Procedure, Schedule E4 below.
<b>Moderation</b>	A quality assurance process that enacts control processes and activities to ensure: <ul style="list-style-type: none"> <li>▪ consistency or comparability, appropriateness, and fairness of assessment judgments</li> <li>▪ the validity and reliability of assessment tasks, criteria and standards.</li> </ul>
<b>Orientation Week</b>	Also known as Bond Week. A period prior to the commencement of teaching each semester that incorporates a series of events and activities designed to introduce students to Bond University.

## 6. RELATED DOCUMENTS

[Assessment Policy \(TL 3.5.1\)](#)  
[Bond University Student Charter](#)  
[Curriculum Management Policy \(TL 3.4.2\)](#)  
[Student Code of Conduct Policy \(SS 5.2.1\)](#)  
[Support for Students Policy \(SS 5.8.2\)](#)  
[Medical Program Rules of Assessment and Progression](#)  
[Accessibility and Inclusion Policy \(SS 5.8.6\)](#)

## 7. MODIFICATION HISTORY

Date	Sections	Source	Details
6 February 2025	Most	ULTC	V4: Major rewrite
21 March 2024	Schedule B	ULTC	V3.1: Schedule B Clause 4
January 2024	Schedule A	ELICOS Audit	V3 Added clause 8
November 2023	Schedule F	ULTC – Assessment Working Group	V2 Amendments primarily reflect the University's transition to sports hall and digital examinations.
June 2023	Schedule E2	Student Success & Wellbeing	V1.2 Added clauses (b) and (e)
March 2023	Definitions All Schedules	ULTC	V1.1 Addition of definitions for Resit Assessment, Supplementary Assessment, Moderation and Orientation Week.
17 November 2022			Regulations to Procedure
23 March 2023			Approved by ULTC
17 November 2022			Date First Approved

**ASSESSMENT COMMUNICATION PROCEDURE**

1. The Lead Educator (or equivalent) must ensure that, at a minimum, the following information is provided to students prior to their enrolment in a subject via the subject outline:
  - assessment types;
  - weighting of assessment items;
  - assessment due dates;
  - penalties for late submission of required assessment items and extensions; and
  - required conditions for passing the subject (e.g., if separately passing the final assessment and the other combined assessment components is a requirement)
2. Details of assessment tasks including instructions, GenAI tool usage guidelines, due dates, specific grading criteria and, where applicable, rubrics must be available on the subject iLearn site, generally at the start of the subject but no later than the date of release of each assessment.
3. At the first teaching session of the subject, educators must explain and respond to student questions about assessment information in the subject outline and draw attention to the Assessment Policy and these Procedures.
4. Suitable revision materials must be provided to students to assist in their preparation for examinations. Where appropriate, past examination papers may be made available in the subject iLearn site, unless specifically advised otherwise. In situations where it is not possible to provide past examination papers, other forms of materials deemed suitable (e.g., practice examination questions) will be provided.
5. Changes in the form of assessment after the commencement of teaching should only be made in exceptional circumstances with the approval of the Executive Dean or Head of UAU. If such changes are made, all students must be notified in writing prior to the assessment due date.
  - For standard subjects, such notice should be four weeks prior to the assessment due date.
  - For subjects running with alternative calendars, the period of notice should be sufficient to provide reasonable time for students to complete the altered assessment.
6. In standard subjects, feedback on assessment, other than the final assessment, including feedback on performance, must be provided to students within two weeks of the assessment submission due date to ensure students understand how they attained the mark or grade awarded. When a subsequent assessment item is a continuation of the work completed for a prior piece of assessment, feedback must be provided on the piece of assessment with sufficient lead time to enable successful completion of the subsequent assessment item.

Subjects running with alternative calendars (e.g., intensive subjects) should set timelines as appropriate to maintain the principle of providing feedback to students in a timely manner.
7. Midway through a subject, educators must provide students, preferably in writing, an indication of their interim grade for graded tutorial and/or seminar activity that is based on participation.
8. For students enrolled in the Bond University College English program, the College is responsible for providing clear and regular progress reporting including assessment outcomes to the student. For students under the age of 18, progress reporting must also be conveyed to the student's parent/legal guardian.
9. Lead Educators should ensure that feedback and marks from the final significant piece of assessment are not released to students until after the Board of Examiners has ratified grades for the subject.

## AWARD OF GRADE PROCEDURE

### 1. Role of Lead Educator

The Lead Educator (or equivalent) of each subject shall be responsible for the preparation of all assessment items including any Timed assessment materials required for the subject. The Timed assessment shall be provided to the relevant officer of the University in the time and form prescribed.

- Lead Educators must comply with any internal Faculty/UAU deadlines for submission of grades, to permit moderation and review processes to occur prior to BOE ratification.
- The relevant Executive Dean or Head of UAU shall be empowered to appoint such external examiners as are considered appropriate.

### 2. Use of Student Identification (SID) Numbers

Marking of summative Timed assessments must be done with reference to student identification (SID) numbers as identification. For other assessment types student identification numbers should be used where it is reasonable to do so to ensure clear identification of the work.

### 3. Results

Marks for any assessment task are indicative until the subject grade is ratified by the relevant Board of Examiners.

- All subject results will be notified to the relevant officer of the University and recorded on the official academic record of the student concerned.
- The Academic Senate shall be responsible for ensuring that the distribution of grades awarded by examiners is consistent across the University.

### 4. Board of Examiners

1. For each Faculty and UAU, a Board of Examiners will be constituted by the Academic Senate, responsible for:
  - ratifying the grades to be awarded in all subjects and for transmitting those grades to the relevant officer of the University;
  - monitoring all grades and grade distributions to inform quality improvements.
2. Each Board of Examiners will comprise the Executive Dean or Head of UAU, or delegate, as Chair, program coordinators and other such persons as the Executive Dean or Head of UAU shall require.
3. The Board of Examiners for each Faculty and UAU must meet before the release of final results to students and will be responsible for determining the grades to be awarded to all candidates enrolled in the Faculty or UAU and for transmitting those results to the relevant officer of the University.
4. The Board of Examiners will consider for ratification, all marks and grades forwarded to it by the staff members who are responsible for the various subjects taught in the semester just completed. Where the final result for a subject is accumulated over more than one semester, the Board of Examiners may note and release interim results.
  - It is suggested that the Executive Dean or Head of UAU, or delegate, and appropriate senior academic staff review these marks before the Board of Examiners meets, and only submit changes to the marks with the agreement of the staff member responsible for the subject.
  - When there is a disagreement between the Executive Dean, Head of UAU, or delegate, and the subject staff member, then the Board of Examiners will decide to accept or change the marks.
  - If the marks are changed against the subject staff member's wishes, then they may appeal to the Academic Senate Executive, which will make the final decision. If the Executive Dean or Head of UAU involved is already a member of the Senate Executive, then an independent Executive Dean or Head of UAU should be used as a replacement.
5. Each Faculty and UAU will supervise assessment moderation and marking review procedures, review reports arising from those processes and document action(s) taken in the Minutes of each meeting.
6. The University Registrar will not transmit results to students until ratified by the appropriate Board of Examiners.

### 5. Moderation

1. Moderation should occur for major summative assessment tasks to ensure the marking process and marks awarded have been determined accurately, consistently and fairly in accordance with the assessment criteria and standards determined when the task was designed.

2. All markers must be familiar with and have a shared understanding and application of criteria and standards for assessment, provision of feedback and marking processes. The work of all examiners, including those external to the University are subject to the internal moderation processes of the University.
3. There are a range of moderation strategies available – the most appropriate form/s of moderation will depend on the assessment type and cohort size. Common moderation strategies are listed in the [Bond Moderation Guide](#) which should be consulted when selecting appropriate moderation strategies.
4. Faculties and UAUs are responsible for ensuring moderation feedback informs continuous improvement.
5. Areas identified for improvement in curriculum and assessment design should be actioned in a timely manner. Modifications should be documented, and further review may be undertaken as part of the University's subject review cycle and quality assurance processes (refer to Curriculum Management Policy and Procedure).

## 6. Grade Schemes

1. There are two grading systems at the University:
  - Graded system with HD, D, C, P, F, RP, RF; and
  - Ungraded system with UGP and UGF.
2. In addition, a student may be awarded:
  - ATP, AN, EX, FSU, PSU, W, WF.
3. The interim result codes are DE, INC, ICON SU, and Z.
4. Grades included in GPA and %AV calculations:

Grade	Description	Grade Points	%Guide
HD	High Distinction	4	85-100
D	Distinction	3	75-84
C	Credit	2	65-74
P	Pass	1	50-64
RP*	Resit Pass	1	
RF*	Resit Fail	0	
F	Fail	0	<50
FA**	Fail Absent	0	
AN	Annulled Result	0	0
UGF	Ungraded Fail	0	0
WF	Withdrawn – Fail	0	0

\* This grade applies to Bachelor of Medical Studies, Doctor of Physiotherapy, Professional Doctorate of Occupational Therapy, Master of Occupational Therapy, Graduate Certificate in Occupation and Health, Graduate Diploma in Occupation and Health only

\*\* This grade applies to Bond University College only

5. Grades/results not included in GPA and %AV calculations:

### Finalised Grades

Grade	Description
ATP	Approved to Progress (Bachelor of Medical Studies & Doctor of Physiotherapy only, where student has been performing at a satisfactory standard)
EX	Exemption granted
FSU	Failed Supplementary Assessment
PSU	Passed Supplementary Assessment
UGP#	Ungraded Pass
W	Withdrawn

# Included in GPA calculation as a Grade Point of 1 (Pass) if the GPA or %AV would otherwise be a failing result

### Unfinalised Results

Result	Description
DE	Deferred Timed assessment awarded
ICON	Continuing Enrolment (not including Medical Program or Doctor of Physiotherapy, refer ATP)

INC	Incomplete – awaiting student action
RM*	Remediation Granted
SU	Supplementary Timed assessment awarded
Z	Result not finalised

### Discontinued Grades

Grade	Description	Included in GPA and %Av calculations	Grade Points	Effective from
DNS	Did not sit	Yes	0	1995
WA	Attended – No grade awarded	No		1997
~X	Grade denotes level of achievement, but subject was not undertaken for credit towards any award	No		2000
CE	Enrolled – Special Timed assessment candidate	No		2000
ENRX	Enrolled – Not for credit	No		2000
PCH	Challenge Exam Pass	No		2000
RW	Results Withheld	No		2000
S	Satisfactory	#		2000
U	Unsatisfactory	Yes	0	2000
PCXH	Conceded Pass – no credit awarded	Yes	0.5	2003
U	Unsatisfactory	Yes	0	2003
SP	Special Timed assessment Awarded	No		2003
AU	Audit	No		2005
PC	Conceded Pass	Yes	0.5	2005

### 7. Release of Results

Grade reports will be advised to students via the Student Portal. Students with outstanding fees or other sanctions may have their results withheld.

The result of a deferred examination in a standard subject will be made available after being ratified by the Executive Dean or Head of UAU, or delegate, as follows:

- Mid Semester – normally no later than Friday of Week 12 of the current semester; and
  - End of Semester – normally no later than Friday of Week 1 of the semester immediately following the semester in which the original examination should have been undertaken.
  - For subjects running with alternative calendars, results of a deferred examination will be released as soon as practicable, normally before the student commences their next period of study.
1. The result of a supplementary assessment in a standard subject will be made available to a student after being ratified by the Executive Dean or delegate, as soon as possible, normally no later than Friday of Week 2 of the semester immediately following the semester in which the subject was undertaken.
    - For subjects running with alternative calendars, results of a supplementary assessment will be released as soon as practicable, normally before the student commences their next period of study.
  2. The result of a resit assessment in a standard subject will be made available to a student after being ratified by the Executive Dean or Head of UAU, or delegate, as soon as possible, normally no later than Friday of Week 1 of the semester immediately following the semester in which the subject was undertaken.
    - For subjects running with alternative calendars, results of a resit assessment will be released as soon as practicable, normally before the student commences their next period of study.

**CLASS ATTENDANCE AND PARTICIPATION PROCEDURE**

1. Student attendance at, and appropriate participation in, scheduled sessions of subjects is an important part of learning and assessment; as such it is expected that students attend and participate in all sessions.
2. Grades must be based on assessable learning outcomes and may not be allocated based on attendance and/or undefined participation.
3. Where attendance at nominated sessions is *required* for pedagogical or accreditation reasons, this must be stated clearly in the subject outline and be consistent with the following:
  - a) Where attendance is required, or participation is assessed, staff must keep appropriate attendance or participation records. The attendance requirement may include a maximum limit on unexcused absences from sessions resulting in students not being permitted to participate in the final assessment.
    - Where this condition exists in a standard subject, students must be informed in writing, within two weeks of exceeding the limit on unexcused absences from sessions resulting in students not being permitted to participate in the final assessment.
    - For subjects running with alternative calendars, students must be informed as soon as practicable that they are in breach of attendance requirements prior to the final assessment.
4. A student who has an unsatisfactory attendance record or who performs poorly at progressive assessment tasks may be identified as needing support under the [Support for Students Policy](#).
5. Where relevant, the types of assessment, weighting and specific grading criteria for each assessment must be applied consistently in all group-based delivery sessions for example all tutorial, seminar, skill-based sessions or laboratory groups.

**AFFILIATED DOCUMENTS**

[LAW 2.16 - Assessment of Class Participation Protocol](#)

**GROUP-BASED ASSESSMENT PROCEDURE**

Teamwork is an important skill that is often challenging for students. To support effective group-based assessment (e.g., to assess teamwork skills), the following requirements apply:

1. Differential marks for group members based on their contribution to the group may be given if a transparent procedure for doing so is in place and noted in subject outlines and assessment criteria (e.g., self and peer evaluation processes).
2. Specific details regarding group formation, group processes and related procedures (e.g., grievances) must be clearly communicated to students via the LMS prior to or at the commencement of the subject. Lead Educators must develop alternate plans for assessment if they determine that a group will be disbanded. This alternative assessment must satisfy the relevant Learning Outcomes and be approved by the Executive Dean or delegate.
3. The subject iLearn site must specify both the formative and summative criteria and marking guidelines used for the grading of group work.

**VARIATION OF ASSESSMENT PROCEDURE**

The University acknowledges there may be a range of circumstances that impact a student's ability to complete assessment requirements.

Procedures to support students in meeting assessment requirements are available as set out below.

**SCHEDULE E1****ASSESSMENT DUE DATE EXTENSION REQUEST PROCEDURE**

1. Assessment due date extension requests apply to assessments which are not scheduled timed assessments.
2. Applications for an assessment due date extension must be made on or before the due date of the assessment task. An application lodged after the due date must only be accepted if the reason for the extension made it impossible to seek an extension on or before the due date.
3. Applications for extensions must be made in writing and supported by documentary evidence.
4. If an application is based on medical grounds, a student must submit supporting documentation completed by an AHPRA-registered Australian healthcare practitioner stating:
  - the date on which the practitioner examined the student;
  - the severity and duration of the complaint expressed as a professional opinion (certificates merely reporting the student's account of an illness will not be accepted); and
  - the practitioner's opinion that the student was unable to submit the assessment by the scheduled due date.

An application will not be approved if the medical certificate submitted by the student has been provided by:

- a family member who is a doctor; or
- an online provider without a medical consultation (unless exceptional circumstances exist to the satisfaction of the assessor).

Medical certificates received from non-AHPRA registered Australian healthcare practitioners will only be accepted in exceptional circumstances subject to approval by the University Registrar or delegate.

5. Extensions for personal reasons must only be granted in exceptional circumstances, and only if sufficient evidence is given of the circumstances.
6. The following would normally be considered acceptable grounds for extending an assessment due date, subject to satisfactory supporting documentation including the duration of impact:
  - a) illness or medical reasons;
  - b) accident;
  - c) serious personal or emotional trauma (e.g., bereavement);
  - d) pre-existing religious commitments where these involve prolonged observance of religious customs that impact performance;
  - e) events or sporting commitments at a state, national or international representative level.

Students who intend to rely on the grounds in paragraphs (d) or (e) above must advise the relevant SASQ office before the scheduled assessment due date. To the extent it is possible, students who have fallen ill or suffered an accident before the relevant due date should also seek advice from the Lead Educator of the subject or the relevant SASQ office or equivalent if they are unsure whether their application would meet the criteria above.

7. In rare cases where students do not wish to divulge the circumstances to the Lead Educator, they must be allowed to speak to the Student Wellbeing Advisor, Student Counsellor or the Executive Dean or Head of UAU, or delegate. In such cases Lead Educators should be guided by Student Wellbeing Services or the Executive Dean or Head of UAU, or delegate.
  - Where special circumstances exist, the University Registrar may, in consultation with the Lead Educator, approve an Assessment Extension with or without application.

8. Approval will not be granted where it is reasonable to expect that the circumstances could have been avoided. The following would be considered unacceptable grounds for an assessment due date extension:
  - travel or holiday arrangements;
  - misreading the examination timetable;
  - a desire to spread assessment tasks to yield improved performance;
  - events and sporting commitments that are not at a state, national or international representative level;
  - normally applications received after the prescribed deadline.
9. The length of the extension granted should reflect the severity of the student's circumstances or the period of the student's illness.
10. If the Executive Dean or Head of UAU, or delegate approves an extension to the due date of an assessment, the last date for submission is to be no later than the day prior to the student's next study period. If the due date is to be extended beyond that date, the extension is subject to approval by the Executive Dean or Head of UAU, or delegate.
  - Where interim grades such as DE, ICON, INC, SU, and Z have been applied, these grades must be finalised by the end of the semester immediately following the semester in which the subject was undertaken, otherwise the grade will be changed to a Fail grade.
11. Granting of assessment extensions will comply with the following:
  - Students may be penalised for late submission of assessment tasks.
  - Students must be warned in advance of any penalties that may apply and must be notified of any penalty incurred.
  - Extensions will only be granted when there is an appropriate explanation for, or justification of, the reason.
12. Assessment Extensions will not normally be granted for the following reasons:
  - Computer crashes – it is the responsibility of the student to ensure proper planning and backup of assessment tasks.
  - Clashes in assessment due dates – it is the responsibility of the student to manage their workload.
  - Pressure of paid employment – it is the responsibility of the student to ensure that their subject load reflects the level of work commitments they may have.
  - Travel arrangements – it is the responsibility of the student to make travel arrangements that do not conflict with assessment requirements.
13. **Student Applications for Assessment Extensions**

Students wishing to apply for an assessment extension should refer to the Lead Educator and/or relevant Student Affairs and Service Quality (SASQ) portfolio, or equivalent, for advice in the first instance unless instructed otherwise in the subject outline.
14. Students should be aware that if they apply multiple times for assessment extensions their request may be closely scrutinised to ensure validity of the request. Applications may be rejected if there is reason to believe a student is trying to gain an unfair advantage through assessment extensions. The student's academic record and prior history of assessment extensions and deferred examinations may be considered when making this judgement.

**RELATED DOCUMENT:** [LAW 2.07 - Extensions for Assignments Protocol](#)

## REASONABLE ADJUSTMENTS FOR ASSESSMENT PROCEDURE

1. Students may apply for special arrangements for their assessments, for example if they have a medical condition that will affect their ability to complete assessments (including Timed assessments) under normal circumstances.
2. Such applications may either be due to temporary circumstances or be ongoing. Requests will be considered in the context of Reasonable Adjustments within the University's Accessibility and Inclusion portfolio.
  - See [Reasonable adjustments | Bond University | Gold Coast, Queensland, Australia](#)
3. **Student Applications for Reasonable Adjustments for Assessment**
  - a) Requests for Reasonable Adjustments should be finalised prior to the commencement of the relevant study period where the need for such adjustment can reasonably be predicted.
  - b) The form and supporting documentation from a relevant professional must be lodged with the Accessibility and Inclusion Officer.
    - Applications for reasonable adjustments must be made through BondAbility using this link: [BondAbility | Bond University | Gold Coast, Queensland, Australia](#)
  - c) For the application to be considered, it must be accompanied by documentation which details the condition/impairment, and which may also stipulate any special requirements. This information should be submitted to the Accessibility and Inclusion Officer who will treat the matter in confidence.
  - d) Reasonable adjustments are subject to approval by the University Registrar or delegate.

## DEFERRED EXAMINATION PROCEDURE

1. Deferral of a mid-semester examination or a final examination (scheduled to be held in the university's formal end-of-semester examination period) may be granted to a student by the University Registrar or delegate where the student can demonstrate an inability to sit or perform the original exam at the minimum level of their demonstrated abilities for medical or compassionate reasons, or as a result of unexpected and exceptional circumstances beyond the student's control.
  - For students who sit deferred exams, resit assessments will not normally be used in the determination of progression. In circumstances where the Board of Examiners deems that resit examinations are required, this may not be until the next designated exam period for the subject, which may be up to 12 months later.
2. Procedures during a deferred examination are the same as those applicable to standard examinations (refer to Schedule F Examination Procedure).
3. If an application is based on medical grounds, a student must submit supporting documentation completed by an AHPRA-registered Australian healthcare practitioner stating:
  - the date on which the practitioner examined the student;
  - the severity and duration of the complaint expressed as a professional opinion (certificates merely reporting the student's account of an illness will not be accepted); and
  - the practitioner's opinion that the student was unable to sit the examination on the scheduled date of the examination.

An application will not be approved if the medical certificate submitted by the student has been provided by:

- a family member who is a doctor; or
- an online provider without a medical consultation (unless exceptional circumstances exist to the satisfaction of the assessor).

Medical certificates received from non-AHPRA registered Australian healthcare practitioners will only be accepted in exceptional circumstances subject to approval by the University Registrar or delegate.

4. Applications based on non-medical grounds must be accompanied by documentary evidence supporting the case plus a signed statutory declaration attesting to the unexpected and exceptional circumstances beyond the student's control that precluded them from sitting the relevant examination.
5. The following would normally be considered acceptable grounds for deferring an examination, subject to satisfactory supporting documentation:
  - a) illness or medical reasons;
  - b) accident;
  - c) serious personal or emotional trauma (e.g., bereavement);
  - d) pre-existing religious commitments;
  - e) events or sporting commitments at a state, national or international representative level; or
  - f) three scheduled examinations which commence within less than 24 consecutive hours.
  - g) Attendance at a graduate recruitment activity endorsed by the Career Development Centre in consultation with the relevant Faculty
  - h) Complete failure of IT during the original examination, as confirmed by IT Services.

Students who intend to rely on the grounds in paragraphs (d), (e), (f) or (g) above must advise Student Assist before the scheduled examination date. To the extent it is possible, students who have fallen ill or suffered an accident before the relevant examination should also seek advice from the Lead Educator of the subject or the relevant SASQ office or equivalent if they are unsure whether their application would meet the criteria above.

6. Approval will not be granted where it is reasonable to expect that the circumstances could have been avoided. The following would be considered unacceptable grounds for deferred examination:
  - travel or holiday arrangements;
  - misreading the examination timetable;
  - a desire to spread assessment tasks to yield improved performance;
  - events and sporting commitments that are not at a state, national or international representative level;
  - normally applications received after the prescribed deadline.
  - where the student has already completed the examination.

## 7. **Deferred Mid-Semester Examinations**

Deferred mid-semester examinations in standard subjects will take place by the end of Week 9 at the latest. The Student Business Services Department assesses applications for deferred mid semester examinations, then the faculties/academic units organise these examinations

8. End-of-semester deferred examinations for standard subjects are conducted during Orientation week of the immediately following semester, except for some exceptions in the Medical Program. Students must be available to sit their deferred examination/s on any day of that Orientation week. The timetable for deferred exams will be published by close of business on Monday of Bond orientation week. It is the student's responsibility to contact Student Assist if their subject has not been scheduled or there is some other discrepancy.
  - For subjects running with alternative calendars, deferred final examinations will be scheduled with due regard for impact on a student's subject sequence and the student advised of the timetable as soon as practicable.
9. A deferred examination will be of the same assessment standard as the original examination offered for the relevant subject and it will not be the same examination paper as the original examination.
10. The University recognises that there may be multiple semesters in which a student's ability to sit regularly scheduled examinations is adversely affected by short-term circumstances. However, students should be aware that if they apply multiple times for deferred examinations their request may be closely scrutinised to ensure validity of the request. Applications may be rejected if there is reason to believe a student is trying to gain an unfair advantage through deferred examination. The student's academic record and prior history of deferred examinations and assessment extensions may be considered when making this judgement.
11. Where a student has an approved deferred examination, but they have been unable to attend both the original and deferred examinations due to exceptional circumstances, they may apply for withdrawal without penalty and their application will be assessed in accordance with the [withdrawal without penalty special circumstances criteria](#). Students are encouraged to discuss their individual circumstances with the relevant SASQ portfolio, in order to obtain advice on any other procedures which may be able to support them.
12. **Student Applications for Deferred Examinations**

Students are required to apply using the official Application for Deferred Examination form within two working days following the day of the scheduled examination. The form must be submitted along with appropriate documentary evidence to Student Assist.

- The Deferred Assessment Application form is available on the Bond website using this link: <https://bond.edu.au/current-students/services-support/forms-policies/forms>

Note: Section 7 of Schedule B details the timeline for release of deferred examination results.

## **SCHEDULE E4**

### **SUPPLEMENTARY ASSESSMENT PROCEDURE**

1. A supplementary assessment is an assessment that may be granted at the discretion of the Executive Dean or Head of UAU, or delegate, of the relevant Faculty or UAU to a student who:
  - has failed the final subject of their program, undertaken in their last semester required for graduation;
  - has failed a subject in their penultimate semester and this particular subject is required for graduation and it or an alternative subject is not offered in their last semester; or
  - has failed a subject in a Bond University College single semester program.
2. A supplementary assessment is not available to a student who has failed a subject in their penultimate semester and credit for another subject undertaken in their last semester will allow the student to graduate.
3. A student will normally only be entitled to one supplementary assessment in a program for each failed component of assessment.
4. The discretion to grant a supplementary assessment will not normally be exercised in favour of a student who has:
  - been found guilty of misconduct in relation to that subject; and/or
  - not attempted all items of assessment required for that subject.

5. The determination of what constitutes a penultimate semester is determined by the Faculty or UAU based on a normal and expected enrolment for a student.
6. Such an assessment is a 100% assessment and attracts a Pass/Fail mark only which does not count towards a student's overall Grade Point Average (GPA).
7. A supplementary assessment will be of the same assessment standard as the original assessment undertaken for the relevant subject. If the assessment is a Timed assessment, it will normally be of the same duration as the original Timed assessment.
8. Despite clause 7, at the discretion of the Executive Dean or Head of UAU, or delegate, a performance-based (practical) assessment may require an alternative method to evaluate competency.
9. The result of a supplementary assessment will be made available to a student after being ratified by the Executive Dean or Head of UAU, or delegate, normally in Week 2.
10. **Award of Supplementary Assessment**  
Faculties and Academic Units advise the Student Business Services Department which students are eligible to be offered a supplementary assessment.
11. After release of results from the previous semester, eligible students will be notified by the Student Business Services Department if they have been awarded a supplementary assessment and asked to confirm if they wish to undertake the assessment. Students who believe they are eligible for a Supplementary Assessment but have not received notification should contact the relevant SASQ portfolio or equivalent.
12. Supplementary Assessment generally takes the form of an examination; however, a supplementary assessment may be another form of assessment as determined by the Faculty or Academic Unit.
13. The Student Business Services Department organises Supplementary Assessments to take place during Week 1 of semester.

## **SCHEDULE E5**

### **RESIT ASSESSMENT PROCEDURE – selected programs in the Faculty of Health Sciences and Medicine only (refer Schedule B Award of Grade clause 6)**

1. Accredited programs which are highly structured with respect to subject sequence, and include clinical placement subjects, may offer resit assessment opportunities in addition to supplementary assessments if specified in the Grade Schemes listed in the Award of Grade Procedure, clause 6. Such resit opportunities must be clearly identified in relevant subject outlines and Rules of Assessment and Progression.
2. When specified in a subject outline, students who fail to meet the requirements of a subject may be eligible for a resit assessment. Resit assessments are 100% Pass/Fail assessments, intended to provide a student with a final opportunity to demonstrate they have the knowledge and/or skills competency required to safely progress to the next subject.
3. Students awarded a resit opportunity will be given an unfinalised grade for the subject (normally RM) until completion of the resit assessment. Dependent on the outcome of the assessment the unfinalised grade will convert to either a RP or RF for the subject (refer to Grade Schemes listed in the Award of Grade Procedure, clause 6).

**SCHEDULED, TIMED ASSESSMENT PROCEDURE (for examinations, tests and performance tests)**

In the context of providing students with authentic and diverse opportunities to demonstrate attainment of subject learning outcomes, scheduled, timed assessment formats represent an important assessment strategy.

Such assessments may take a range of formats (e.g., open or closed book written papers or performance assessments) and may be conducted in person or remotely. Written assessments are preferably digital but may use paper-based formats as specified in the subject outline.

**SCHEDULE F1****EXAMINATION PROCEDURE FOR FINAL EXAMINATIONS SCHEDULED DURING THE END-OF-SEMESTER CENTRALLY ORGANISED EXAMINATION PERIOD****1. Responsibility for Examinations**

- a) The University Registrar is responsible for the conduct of all official examinations of the University. Official examinations are those that occur at the end of semester during the University examination period, are organised by the Student Business Services Department Assist, are centrally scheduled, and are 2 hours or more in duration.
- b) All other examinations and tests are the responsibility of Faculties or UAUs. As far as practicable, an examination or test coordinated by Faculties or UAUs should be conducted in accordance with the procedures outlined below for official, centrally coordinated examinations. Where Faculties or UAUs organise examinations outside of the official end-of-semester examination period and they require IT support, they are required to notify IT Services in advance.
- c) The Subject Invigilator is a member of Academic Staff designated by the Executive Dean or Head of UAU of the Faculty or UAU responsible for the subject as the Subject Invigilator for a particular examination. Normally, this person will be the Lead Educator or equivalent.
- d) The Faculty/UAU must ensure they nominate a contact person for each examination who has responsibility for that examination. They must also provide a contact phone number to the Student Business Services Examinations Office on which the nominated person can be reached, in order that they are contactable before and at the start of the examination, in the event that there are student or Examination Supervisor queries about the examination in the main or secondary examination venues.
- e) The Examination Supervisor is a member of the administrative staff in the Student Business Services Department who has overall responsibility for the administration of an in-person examination including recording student attendance, monitoring the timing of the examination, distributing examination materials, and setting up the examination venue.
- f) Preparation and moderation of examinations by Lead Educators should comply with timelines specified by the relevant Faculty or UAU.
- g) If technical support is required for any digital examinations, the Lead Educator must advise ITS during Data Collection.
- h) Instructions and support for staff involved in preparation and delivery of digital examinations is available at: <https://bonduni.sharepoint.com/sites/LearningEnvironments/SitePages/Creating,-Scheduling,-and-Invigilating-Digital-Examinations.aspx>
- i) Instructions and support for students to assist in preparation for digital examinations is available at: [Content / Preparing for Digital Exams at Bond](#)

**2. Examination Periods**

- a) At the end of the January, May and September semesters, 8 days will be set aside at the end of the teaching period for the conduct of official or final examinations. Students are expected to be available to sit examinations during the entire examination period.

- b) Examinations may be held during this period on weekends, public holidays and in the evening.
- c) Where possible, the university will endeavour to avoid scheduling more than 2 examinations per day for each student.
- d) Where required, for standard subjects, a Faculty or UAU mid-semester examination may be scheduled by the Faculty or UAU during regularly scheduled class time of Weeks 6, 7 and 8 of a semester or on the relevant Saturday of Weeks 6, 7 and 8 of a semester.
  - For subjects running with alternative calendars, interim examinations will be scheduled as appropriate for the subject schedule.
  - The subject Faculty or UAU is responsible for the administration of these examinations including managing their conduct, notification, and invigilation.

### 3. Examination Timetable

- a) Except where a supplementary or deferred examination is approved or exceptional circumstances exist as determined by the University Registrar or delegate, students may not take a final examination at any time other than on the day and at the time published in the examination timetable.
- b) For standard subjects, official or final examinations cannot be conducted in Week 13 unless centrally scheduled on or after Friday of Week 13, with some exceptions for performance examinations.
- c) The Student Business Services Department will publish an examination timetable by week 8 for all standard subjects in which there is a final examination.
  - For subjects running with alternative calendars, appropriate scheduling and notification to students of examination timetables will apply.

### 4. Examination Materials

- a) Students shall provide their own writing instruments at an examination when required. The University shall not supply instruments items or materials which are designated to be supplied by students.
- b) Open book examinations indicate that a student can access online and paper-based resources, during the examination.
- c) A student may not refer to or use materials other than those approved by the Subject Invigilator for the subject concerned. Any permitted materials must be included in data collection for subject assessment information, specified on the examination cover sheet, and be consistent with any information provided in the relevant subject outline.
  - Bi-lingual dictionaries, texts, calculators, textbooks or other reference materials, electronic devices including tablets, smart watches/smart glasses/pens and/or e-book readers, dictionaries, laptops or palmtop computers, and mobile telephones are all defined as materials for the purposes of this Procedure.
- d) Where some of the materials in clause 4(c) are permitted in a particular examination, the following conditions will apply:
  - Calculators – must be portable, silent, self-powered and must be used for numerical calculations only.
  - Texts and reference books – must be limited to those specified for the examination and may be subject to further restrictions imposed by the Subject Invigilator.
  - Dictionaries – must be printed, not electronic, and contain no additional notes or other annotations. Multi or bi-lingual dictionaries can be prohibited from an examination where:
    - the subject is a language subject; or
    - it can be shown that a student will derive an unfair advantage that outweighs any possible disadvantage arising.
  - Electronic devices (including tablets, smart glasses/watches/pens and/or e-book readers) – restricted to those which are handheld, internally powered, silent, and not capable of wireless communication with other devices unless specifically approved by the Subject Invigilator.
  - Watches – all smart watches (including fitness tracker watches) are, for the purposes of this Procedure, defined as electronic devices. All other watches must be removed and placed such that they can be seen clearly and easily by the examination invigilators. All alarms and alerts must be switched off.

### 5. Unauthorised Examination Materials

The Subject Invigilator is responsible for checking compliance.

- a) **On-campus examinations:** All materials taken into an examination venue shall be subject to the following checks:
  - A check for unauthorised material will commence once students are seated.

- The Subject Invigilator, being the person responsible for setting the requirements for the examination, will check that students have not brought into the examination venue any unauthorised material and that if they have, to raise their hand so that it can be collected from them.
- Any unauthorised examination materials discovered after the commencement of the examination will be held by the Subject Invigilator and submitted to the University with an incident report, following which the matter will be investigated under the provisions of the Student Code of Conduct Policy.

- b) **Remote examinations:** Invigilation will include a check of the students' working environment to ensure compliance with the permitted materials requirements for the examination. Any breaches identified will be documented and submitted to the University with an incident report, following which the matter will be investigated under the provisions of the Student Code of Conduct Policy.

## 6. Means of Identification

- a) Students shall bring with them to the examination their current Student Identification Card.
- b) Students shall produce or keep displayed their card in accordance with any directions.
- c) If the Student Identification Card is not available, then a passport, driver's licence, or some other photographic identification, will be required.
- d) Students will also be required to complete a declaration of identity form if they are unable to produce photographic identification.
- e) Students will not be provided with additional time to complete an examination as a consequence of delays in identity verification.
- f) Should a student fail to bring photographic identification to an examination their results will be withheld.

## 7. Bags and Personal Effects

- a) **On-campus examinations:** Students may take into the examination venue a wallet or purse, which must be placed on the floor next to the student's desk. Briefcases, attaché cases, shopping bags and other property or personal effects must not be taken into the examination venue.
- b) **Remote examinations:** Students must ensure that all personal items are placed beyond reach of the working environment and that the working area is compliant with clause 5(b) above.

## 8. Conduct During Examinations

- a) Students must not read or open question papers or otherwise access the examination until instructed to do so.
- b) For on-campus examinations, students are not permitted to leave during the first 30 minutes from commencement of the examination or in the final 10 minutes of the examination period.
- c) At the discretion of the Examinations Supervisor, students may be admitted up to 30 minutes after the commencement of the examination. Such students will not be given an extension of time to complete the examination.
  - There is no allowance for late attendance of scheduled performance-based examinations. Students who arrive late will not be permitted to participate and will accept a Fail result for that examination.
- d) During an examination, students must not:
  - disturb, distract or behave in a manner that may adversely affect another student;
  - refuse or disobey any instruction given by the Subject Invigilator or Examination Supervisor;
  - obtain or endeavour to obtain assistance in their work;
  - provide or endeavour to provide assistance to another student in their work;
  - communicate with any other person other than the Subject Invigilator or Examinations Supervisor unless required to do so;
  - eat inside the examination venue (for on-campus examinations), except where prearranged as part of individual examination arrangements specified in an approved Learning Access Plan;
  - remove the examination paper, scrap paper or unused material from the examination venue, unless the examination states these can be removed, including downloading exam content or taking screenshots of digital exams, or sharing content from a digital exam in any form;

- bring any unauthorised resources or materials into the examination venue or, in the case of a remote examination, their working environment; and/or
  - behave in a manner inconsistent with the Bond University Student Charter or the proper conduct of the examination.
- e) The Examination Supervisor will request any student who disrupts an examination, to leave the examination venue immediately.
- f) A remote examination may be terminated if the student displays inappropriate behaviour.
- g) In the event of (e) or (f) above, the relevant officer will report the circumstances in writing to the University Registrar. Such disruption and/or disturbances may be considered as misconduct and subject to action under the Student Code of Conduct Policy.

#### 9. Conclusion of Examination

- a) Students will be advised either verbally for on-campus examinations or through the examination platform for digital examinations when the examination period is nearing completion. For on-campus examinations, to minimise disruption, students will not be permitted to leave an examination venue within the last 10 minutes of the examination.
- b) When time expires, candidates will stop work immediately and remain in their place until answer booklets and papers have been collected or digital examination data has been submitted/uploaded.

#### 10. Interruption to On-Campus Examination

- a) In the event of an emergency requiring the evacuation of the examination venue, the Examination Supervisor, or any authorised officer of the University will coordinate the following procedures:
  - evacuation in a quick and orderly manner; and
  - assembly in the appropriate evacuation assembly area (in the case of the Sports Hall this is the car park opposite the swimming pool).
- b) Students will be required to remain in the evacuation area until the Examinations Supervisor issues further instructions. No student will be permitted to leave the assembly area.
- c) Students can be assured that academic compensation will be given for the loss of time and disruption incurred in the event of an emergency.
- d) Depending on the progress of the examination at the point of evacuation, the University may:
  - assess the students based on the work completed up to the point of evacuation; or
  - declare the examination null and void and reschedule another examination; or
  - grant all students sitting the examination at the time of the evacuation a deferred examination.

#### 11. Interruption to Remote/Digital Examination

During a remote/digital examination, if a disruption or interruption occurs (e.g., a power outage, loss of internet access or equipment failure), students should refer to the contact and support information listed in the examination instructions for immediate advice and assistance.

#### 12. Bring our own laptop (BYOL) Requirements and Access for Examinations

All Bond University students are required to have a laptop that meets the minimum required standards and has minimum software requirements installed. Laptop guidelines can be accessed from the Bond website at <https://bond.edu.au/current-students/study-information/enrolment/fees-other-costs/bring-your-own-laptop-byol>.

If a student has experienced an issue with their laptop and has exhausted all avenues for finding a suitable replacement for their exam, they must contact their Faculty SASQ Office to request an alternate arrangement.