Assessment Procedure - Adjustments (including Special Consideration)

This Procedure is applicable from 3 March 2025.

Section 1 - Key Information

Policy Type and Approval Body	Academic – Academic Board
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Pro Vice-Chancellor (Learning and Teaching)
Review Date	4 December 2027

Section 2 - Purpose

(1) This Procedure outlines the conditions under which adjustments may be sought and granted for assessment arrangements and outcomes.

Section 3 - Scope

(2) Refer to the Assessment Policy.

(3) Provisions for adjustments to marks as an outcome of a student request for a review are outlined in the Assessment Procedure - Validation and Moderation.

Section 4 - Key Decisions

Key Decisions	Role
Granting of short extensions	Automatic via StudentOnLine
Application of late penalties	Relevant assessor (academic)
Eligibility for Special Consideration	Academic Services
Review of Special Consideration eligibility decision	Director, Academic Services
Outcome of eligible applications for Special Consideration	Subject Coordinator
Review of Special Consideration Outcome	Course Coordinator or ADLT
Granting of a Replacement Examination Date	Academic Services
Review of a decision in relation to a Replacement Examination Date	Director, Academic Services
Eligibility for a Conceded Pass	Subject Coordinator

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Section 5 - Policy Statement

(4) This Procedure forms part of the Assessment Policy suite which governs its application.

Section 6 - Procedures

Part A - Overview

(5) All students may initiate an application for the following adjustments when their performance in assessment tasks will be or has been impacted by short-term adverse circumstances:

a. a Short Extension;
b. Special Consideration;
c. a Replacement Examination Date.

(6) Academic staff and Student Advisors may also recommend that individual students deemed to be academically at risk apply for adjustments to assessment, at the same time as referring them to appropriate support services.

(7) Other adjustments, such as Supplementary Assessments and Conceded Passes, are initiated by the University in defined circumstances when a student's academic progress is impacted by the outcomes of assessment.

Part B - Reasonable Adjustments

(8) The University provides modified assessment arrangements, known as Reasonable Adjustments, to accommodate students:

a. with a disability, in accordance with the Disability Discrimination Act (1992) and the Disability Standards for Education (2005);
b. who are primary carers of individuals with an ongoing condition or who are frail and aged, in accordance with the Carer Recognition Act 2010 and Carers Recognition Act 2012 (Vic).

(9) Reasonable Adjustments to assessment conditions for students with appropriate circumstances are established as part of a Learning Access Plan (LAP) with Student Advisors.

(10) Where students with a LAP require any of the adjustments outlined in this Procedure, they must apply through the processes outlined in this Procedure and attach their LAP as supporting evidence. Adjustments will be granted in accordance with this Procedure and their LAP. Where further evidence is required, this will be stated in the evidence requirements on the relevant web pages and forms.

Part C - Submission of Assessments

(11) Assessment tasks must be submitted by 11.59 pm (Melbourne time) on the due date (or 12.00am where systems do not allow 11.59pm). Exceptions to this include performative and point-in-time assessments (such as presentations, practical classes, and examinations), where students are required to submit materials during or at the conclusion of an event.

Part D - Short Extensions of Time

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Conditions

(12) Short Extensions of three calendar days are available for students experiencing short-term difficult circumstances that impact the completion of eligible assessment tasks (see Definition section).

(13) Students with a LAP that provides for additional extension time as an adjustment are entitled to an extension of seven (7) calendar days. Where required, and where provided for in their LAP, students may apply for an additional extension for an extra seven (7) calendar days. Extensions are calculated from the original due date, or in the case of a second extension, from the adjusted date (see also Late Applications).

(14) Extensions of time to a new date are normally not allowable for performative or point-in-time assessments, such as observed practice or live presentations. Students who require an alternative time or date for a point-in-time scheduled assessment event to be held during a teaching period should in the first instance discuss options available to them with their Subject Coordinator. If no alternative options are available, they should consider whether their circumstances warrant an application for Special Consideration.

(15) A Short Extension can only be granted once for each task for students who do not have a LAP with relevant provisions. Any additional extension requests for the same assessment task from students who do not have a LAP require an application for Special Consideration where the circumstances are appropriate.

Applications

Closing Date and Evidence

(16) Applications for Short Extensions must be submitted by all students, using the Adjustments Form, no later than 11.59pm (Melbourne time) on the due date of the assessment.

(17) Students without a LAP are not required to submit supporting evidence with the Short Extension application. Students with a LAP that includes extensions to submission dates are required to provide a copy of their LAP as part of any application for an extension that is greater than three days.

Late Applications – Students Without a LAP

(18) Late applications for Short Extensions are not accepted from students who do not have a LAP. Students who require an extension who have failed to apply before the due date are directed through the Adjustments Form to consider applying for Special Consideration where their circumstances are appropriate.

Late Applications - Students With a LAP That Includes Provisions for Extensions

(19) Students with a LAP with relevant adjustments who apply for an extension after the due date of their assessment will be granted the seven(7)-calendar-day extension. The extension will apply from the original due date of their assessment (e.g., an application that is submitted five (5) calendar days late will be granted a two(2)-calendar-day extension).

Granting of Extensions

(20) Short Extensions are granted automatically. Students receive system-generated advice of the new due date for their assessment to their Student Online account immediately on successful submission of their application.

(21) Reports of extensions granted are issued daily to Subject Coordinators who then manually update any new due date for relevant students in the Learning Management System.

Overdue Submission of Assessment Tasks

(22) The standard penalty for the late submission of an assessment task without or beyond an approved Short

Extension will be five per cent of the total possible mark for the task (ie 5% of 100%) per calendar day that the task is overdue. Where a student is subsequently granted Special Consideration the penalty is removed.

(23) Work will not be assessed if the submission is overdue by more than five (5) calendar days after:

a. the original submission date without an approved extension; or
b. any approved extension for that student (including those granted under any Learning Access Plan or Special Consideration application).

Part E - Other Student-Initiated Adjustments

Overview

(24) Students may experience circumstances that require an adjustment other than a Short Extension. When students experience unforeseen circumstances of a more serious and acute nature that have impacted or will impact the execution of an assessment task, or have specific obligations that clash with a scheduled examination, they may need Special Consideration or a Replacement Examination Date.

(25) Such circumstances must:

a. be of short-term impact;
b. be outside a student's control;
c. have or will have a significant impact on a student's ability to complete an assessment task.

(26) Eligible and ineligible circumstances for these adjustments are outlined in Appendix One.

(27) The options for adjustment to assessment in such circumstances include:

a. Special Consideration: a range of potential adjustments for acute, significant, and unexpected circumstances;
b. Replacement Examination Date: for students who are prevented by exceptional circumstances from undertaking an examination or assessment on the scheduled date during the Final Assessment Period.

Students with a LAP

(28) Students with a LAP may apply for Special Consideration or a Replacement Examination Date where they believe their circumstances warrant an adjustment not provided for in their LAP. This includes when they experience:

a. an exacerbation of the condition for which their LAP was developed;
b. unrelated circumstances of an acute nature;
c. an obligation outside their control (as listed in the Eligible Circumstances section) that prevents them undertaking an examination on a scheduled date.

Part F - Special Consideration

Applications

(29) Students must normally consider their need for Special Consideration in the period leading up to the due date of their assessment. An application for Special Consideration submitted any time up to 11.59pm (Melbourne time) on the due date is considered a timely application.

(30) Students who initiate a timely application for Special Consideration will be reminded to apply for a Short Extension if they have not already done so. Those students who believe they need more than a Short Extension can

still apply for Special Consideration following the granting of a Short Extension. Any extension subsequently granted for an eligible Special Consideration application will take into account any Short Extension already granted.

(31) Students cannot apply for a Short Extension after the due date of their assessment. Students who require an extension after the due date for their assignment has passed can only apply for Special Consideration.

Late Applications

(32) An application for Special Consideration submitted after the due date of the assessment task (apart from those who have attempted a point-in-time task or examination) is considered late. In these circumstances students are required to outline and provide evidence for the exceptional circumstances that prevented them from applying on time.

(33) Exceptional circumstances must have occurred during the period in which an application would normally be made and be accompanied by evidence for the delay. The circumstances must have been experienced directly by the student, or, if not, students must be able to demonstrate how they have been impacted. Such circumstances are limited to:

a. medical incapacitation or hospitalisation;
b. an emergency event, such as an accident;
c. death of a significant other or close family member;
d. an exacerbation of a condition provided for in a LAP.

(34) Applications for Special Consideration cannot be accepted where the results for a subject have already been released.

(35) Students that have a LAP should submit an application for Special Consideration where their existing circumstances have been exacerbated, or for new circumstances that require further adjustments that are not stipulated in their LAP.

(36) Students are not eligible for Special Consideration if, at the time of application, they have already submitted the relevant assessment task for marking (this does not include a point-in-time assessment or examination - see below).

(37) Students who have submitted an application for Special Consideration (for tasks other than an examination or point-in-time assessment) are advised to continue working on their assessment task and, where possible, to submit the task while they are awaiting the outcome of their application. Students should note that any extension granted as an outcome of their application will take into account any elapsed time that has passed during the processing of the application.

(38) Students may submit an application for Special Consideration for an examination or a point-in-time assessment task (such as a presentation or a lab), where they can demonstrate that their performance was impacted by illness or an unforeseen circumstance.

Supporting Evidence Requirements

(39) All applications for Special Consideration must be accompanied by supporting evidence (see webpage). All supporting evidence must clearly demonstrate the impact the circumstances had on the student's ability to undertake the assessment task and be submitted:

a. on official letterhead (where applicable), signed and dated;
b. in English or translated by an accredited translation service.

(40) Where students with a LAP apply for Special Consideration for an exacerbation of their condition or other eligible

circumstances they must provide a personal statement in addition to their LAP.

Stage One - Assessment of Eligibility

(41) Applications for Special Consideration will undergo preliminary screening by Academic Services to confirm students' eligibility, normally within five (5) business days of receipt. Evidence submitted with applications is assessed to determine the severity of the circumstances impacting the student.

(42) An application can be declined for failure to meet eligibility criteria (see Appendix One) or for any of the following reasons:

a. the dates on the supporting evidence do not correspond with the dates the student advises they were affected by the exceptional circumstances;
b. the supporting evidence does not demonstrate that the circumstances impacted the student's ability to undertake the assessment task;
c. the evidence submitted (including medical certificates) is fraudulent (see section on Supporting Evidence above);
d. documentation is unclear or illegible;
e. the student fails to produce the original or certified documents on request;
f. official documentation has been backdated.

(43) Where an application is declined Academic Services will advise the student of the reasons for the rejection and that they have five(5) calendar days to provide more information. If students do not respond within that period their application will be closed. In these circumstances students can submit a new application with any additional information where appropriate.

(44) If an application for Special Consideration for an incomplete examination is declined, the original exam paper will be assessed as usual.

Additional Special Consideration for the Same Task

(45) Additional Special Consideration may only be granted for the same assessment task one further time, and only where extraordinary circumstances have made it impossible for the student to complete their assessment task. In these circumstances a student needs to provide additional evidence of incapacitation or hospitalisation at the time a special assessment task was scheduled.

(46) Applications for additional Special Consideration for the same task are assessed by the Director, Academic Services or nominee, in consultation with Student Advisors as required.

Stage Two - Outcomes of Eligible Applications

(47) Academic Services submits applications that have been assessed as eligible to the relevant Subject Coordinator who then considers the following in determining an outcome for an eligible application:

a. the impact of the circumstances on the student's ability to complete or perform the assessment task;
b. the degree of concurrence between the timing of the adverse circumstance and the timing of the assessment task;
c. what the most appropriate outcome is for the individual student given the circumstances;
d. what outcomes the University can feasibly and reasonably provide.

(48) Special Consideration outcomes are normally provided by the Subject Coordinator or relevant staff member within five (5) business days of receiving the application from Academic Services. The possible outcomes of a

successful application are as follows:

a. extension of an assessment task due date (any extension outcome will factor in the short extension of three days if previously granted for this task);
b. withholding of or removal of a late penalty (where the task has been submitted since the application was submitted);
c. the allocation of an equivalent alternative assessment task (organised by the Subject Coordinator);
d. an invitation for the student to resubmit the original assessment task;
e. a waiving of the affected assessment component and the re-weighting of other components of assessment in the subject;
f. a one-off arrangement in the case of a workplace-based subject and/or a clinical or teaching practicum (i.e., a subject taught in conjunction with a third party);
g. a special examination (SPE) scheduled within the next special examination period or at another appropriate time (organised by Academic Services).

(49) Where the outcome of an application for Special Consideration is for the student to sit a Supplementary Examination in the next scheduled special examination period after an initial attempt of the examination was made, the results of the first examination will not be taken into consideration.

(50) When a Special Consideration outcome is granted, and this impacts final results for the subject for the student, the Subject Coordinator is responsible for applying the appropriate Administrative Code on the student's record in the Student Information System in accordance with the Assessment Procedure - Grades and Administrative Codes.

(51) No mark or final grade for the affected subject will be released to the student until any required re-submission or substitute assessment has been completed within agreed timelines.

(52) The results of any assessment task awarded under this section should normally be finalised no more than fifteen (15) business days after completion of the assessment task.

(53) Students should be aware of the potential impact of an extension of time on other assessment tasks and on the results for the subject(s). This includes Honours and Masters coursework students who may experience a delay in the examination of their thesis when granted an extension of time for submission of their thesis as an outcome of a Special Consideration application.

(54) If an application for Special Consideration is rejected at this point the Subject Coordinator notifies the student of the reason for the decision and, where appropriate, any other options available in their circumstances.

Extensions Beyond the End of the Scheduled Final Assessment Period

(55) In extreme circumstances the relevant Associate Dean (Learning and Teaching) may approve an extension beyond the end of the Final Assessment Period. An extension in these circumstances may not extend beyond ninety (90) calendar days of the results release date of the applicable teaching period.

Requests for Review

(56) If a student is dissatisfied with the outcome of their application for Special Consideration, and they have grounds to believe that this Procedure has not been correctly applied, they may seek a review within five (5) calendar days of receiving the decision, as follows:

a. if the decision is in relation to their eligibility for Special Consideration, they may apply for a review by the Director, Academic Services, via the Submit a Review Form;
b. if the decision is in relation to the determination of an outcome by the relevant Subject Coordinator, they may

seek a review in person or in writing from the Associate Dean (Learning and Teaching) of the school that owns the subject.

Part G - Replacement Examination Dates

(57) Students are expected to undertake scheduled examinations or assessments at the designated time and date regardless of their other commitments, including but not limited to any ongoing work and carer duties, and personal travel or social arrangements.

(58) This section describes processes for students to follow when they have an unavoidable commitment that prevents them from participating in an assessment or examination to be held during the Final Assessment Period held following each teaching period (see Short Extension section for assessments held during the teaching period).

(59) When a student cannot sit a scheduled examination or assessment in the Final Assessment Period because of special and foreseeable circumstances beyond their control (see Appendix One), they may apply for a Replacement Examination Date using the Adjustment Form.

(60) Students who have an examination or assessment scheduled on a Saturday in the Final Assessment Period may also apply for a Replacement Examination Date where they do not have access to their normal caring arrangements.

(61) An application for a Replacement Examination Date should normally be lodged as follows:

a. students enrolled in term-based subjects should apply no later than five (5) calendar days prior to the commencement of the Final Assessment Period;
b. students enrolled in semester-based subjects should apply no later than ten (10) calendar days prior to the commencement of the Final Assessment Period.

(62) When any student (including a student with a LAP) is unable to attend a scheduled examination or assessment due to an acute medical or unavoidable, unforeseen life event they should apply for Special Consideration through the Adjustment Form.

Students with a LAP

(63) Students with a LAP may already have Reasonable Adjustments in place for assessment or examinations held during the Final Assessment Period. These students should still apply for a Replacement Examination Date where any of the clashes outlined in Appendix One apply.

Requests for Review

(64) A student may seek a review of a decision in relation to an application for a Replacement Examination Date where they believe they have grounds that this Procedure has not been correctly applied. The application for review must be submitted via the Submit a Review Form within five calendar days of receiving the decision.

(65) Requests for review will be assessed by the Director, Academic Services or a nominee who is independent of the original decision.

Part H - Adjustments for Academic Progress

(66) This Part outlines the adjustments to assessment arrangements and grades that may be made by the University, within specific parameters, when a student's academic progress is at risk due to their performance in certain tasks or subjects.

(67) This part does not apply to thesis subjects.

Supplementary Assessment

Supplementary Assessment for Failed Hurdle Tasks

(68) A student who has received a pass for a subject (that is who has obtained a minimum grade of 50% or whatever grade is deemed a pass in a particular subject) but has failed a compulsory (hurdle) requirement for that subject may be granted a Supplementary Assessment.

(69) In these circumstances a temporary Administrative Code will be applied pending the outcome of the supplementary assessment.

(70) If it is impractical for the student to undertake an additional assessment task, such as when the failed hurdle is for a workplace-based assessment, the student is given an ungraded fail (F).

(71) Eligible students are given a minimum of five (5) business days' notice of the additional assessment opportunity.

(72) Additional assessment is normally undertaken no later than the end of the progression period or the teaching period in which the subject is undertaken unless the hurdle is a point-in-time task that cannot be held within this time frame. The majority of tasks are finalised (results recorded in the Student Information System) no more than five (5) business days following the week in which central special examinations conclude.

(73) The final grade for the subject shall not increase as a result of a student passing a second attempt at a hurdle assessment.

Supplementary Assessment for Failed Final Subjects

(74) Assessments that are predominantly workplace-based and those unable to be replicated via supplementary activities are not eligible for Supplementary Assessment.

(75) In all other cases where a student has failed a subject that is the final subject to complete for the course, an additional assessment to allow the student a second opportunity to pass the subject will be offered, where they:

a. have completed all the assessment tasks required for the failed subject;
b. do not qualify for a Conceded Pass in the failed subject; and
c. have not received a finding of academic misconduct within the current enrolment in this subject under the provisions of the Academic Integrity Statute 2015.

(76) A temporary Administrative Code will be applied to the subject pending the outcome of the Supplementary Assessment.

(77) If a student passes the additional assessment awarded under this section, the final grade for the subject will be 50D; if the student fails the further assessment, the original Fail result will stand.

(78) Arrangements for additional assessment will be managed by the relevant Subject Coordinator. The timing, terms and conditions of the assessment must be communicated clearly to the student at least five (5) business days before the assessment task is held (if the assessment is an event, such as an examination or test). If the assessment requires an output such as an essay, reasonable time must be allowed for completion of the task.

Requests for Review

(79) A student may seek a review of a decision in relation to a supplementary assessment where they believe they have grounds that this Procedure has not been correctly applied. Students should apply in writing within five (5) calendar days of the decision to the Subject Coordinator, or if they were the original decision maker, to the Associate Dean (Learning and Teaching).

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Conceded Passes

(80) This section sets out the circumstances under which the University may adjust a student's grade for a subject to a Conceded Pass, and the process for doing so.

(81) A Conceded Pass (NC) may be granted for a single coursework subject of 15 or fewer credit points when the following conditions are met:

a. the student has 60 credit points or less remaining to complete in their course;
b. the grade obtained in the subject is at least 47% but less than 50%;
c. the student has submitted all assessment tasks for the subject;
d. the subject is not required for professional accreditation;
e. the student is not required to demonstrate professional or clinical competence as part of their assessment requirements;
f. the subject is not a thesis subject;
g. the student has not failed a hurdle requirement; and
h. the student has not received a finding of academic misconduct within the current enrolment in the subject under the provisions of the Academic Integrity Statute 2015.

(82) Where a course consists of only 60 credit points in total students may be awarded a Conceded Pass for any eligible subject where all other conditions have been met.

(83) Academic Services will provide Subject Coordinators with relevant reports and ask them to confirm that all conditions for the award of a Conceded Pass have been met before the grade is applied to the relevant students' records by Academic Services.

(84) All conceded passes are terminal and may not be used to satisfy course prerequisites (for example for a subsequent honours year) or requirements for professional accreditation.

(85) Students who are granted a Conceded Pass for a subject may not request a review of any other assessment within the subject. Following the release of results, students may choose to decline the Conceded Pass through a request to Academic Services and re-enrol in the subject.

(86) Where a student has been granted a Conceded Pass for any subject within the last 60 credit points of their course, they become ineligible for any further Conceded Passes.

Part I - Requests for Further Review

(87) Students who have pursued reviews of decisions made under this Procedure and are still dissatisfied with the outcome may lodge a complaint with the University Ombudsman.

(88) Where any complaint is escalated, the University Ombudsman may only conduct an investigation into whether the correct procedures were followed in the making of any decision in relation to assessment.

(89) Students are also eligible to lodge a complaint with the National Student Ombudsman.

Part J - Appendix One

Eligible Circumstances

(90) The circumstances which may lead to a need to apply for Special Consideration or a Replacement Examination Date include, but are not limited to:

a. medical, mental health, or compassionate grounds, such as:
    i. giving or having just given birth;
    ii. psychological issues;
    iii. surgery or hospitalisation;
    iv. illness of the student or a close family member;
    v. death or funeral of a close family member;
b. military service;
c. the student being selected to participate in a state, national or international sporting, artistic, cultural, academic, religious or civil event;
d. other cultural or religious commitments;
e. emergency services duty or jury service;
f. other unavoidable commitments on the day of an assessment event such as unavoidable and unexpected employment commitments.

(91) The determination of eligibility for these adjustments, and the requirements for associated evidence, will take into account cultural context where appropriate, such as recognition of activities associated with Sorry Business for Indigenous students.

(92) The responsibilities and workload associated with holding the office of President of a Recognised Student Organisation are recognised as grounds for obtaining such adjustments.

Ineligible Circumstances

(93) Special Consideration or Replacement Examination Dates are not granted for:

a. voluntary representation at student club or society activities;
b. losing access to the Learning Management System because a compulsory module/s was not completed by the due date;
c. misreading the assessment submission date, or the Final Assessment Period timetable for examinations;
d. information technology or communication technology related issues that could have been prevented, or the effects minimised, with reasonable diligence by students (e.g. uploading correct files, allowing sufficient time to upload, ensuring the equipment is suitable, failing to save or back up documents or files);
e. technical issues experienced during online examinations, where students experienced an issue (such as a brief interruption to power and/or internet service provision), and where the issue was resolved and the student received additional time to complete the examination;
f. normal employment commitments;
g. personal travel or social plans such as weddings.

Section 7 - Definitions

(94) For the purposes of this Policy and Procedure:

a. adjustments: modified arrangements for the completion and/or grading of a piece of assessment in specified circumstances. Types of adjustments include:
    i. Reasonable Adjustments: modified assessment arrangements to accommodate students with Neurodiversity, an ongoing medical or mental health condition, or a disability that may impact upon their studies;
    ii. Replacement Examination Date: the granting of a new date for a student to undertake an examination

during the Final Assessment Period when they have an unavoidable clash, as defined in this Procedure, with the original scheduled date

iii. Special Consideration: an adjustment to accommodate unforeseen or exceptional circumstances that prevent a student completing an assessment on time

iv. Short Extension: an additional three or seven calendar days (depending on whether a student has a LAP), that is granted automatically to students on receipt of an application for extension to the due date of an eligible assessment task;

b. business day: a day upon which the University is open for business between Monday and Friday;

c. calendar day: every day on the calendar, including weekends and public holidays;

d. Conceded Pass: a pass, represented by the grade NC, that may be awarded once where a student has 60 credit points or less remaining in their course, the grade for the subject falls between 47 and 50%, and other conditions outlined in this Procedure are met.

e. civil event: any formally recognised activity where a student's attendance is required by any tier of government;

f. cultural commitment: any formally recognised activity relating to a student's ethnicity, language and/or culture;

g. disability: the Disability Standards for Education (2005) define disability, in relation to a person, as follows:

i. total or partial loss of the person's bodily or mental functions; or

ii. total or partial loss of a part of the body; or

iii. the presence in the body of organisms causing disease or illness; or

iv. the presence in the body of organisms capable of causing disease or illness; or

v. the malfunction, malformation or disfigurement of a part of the person's body; or

vi. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or

vii. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

h. eligible assessment task: an assessment task that has a due date for submission but is not conducted under examination conditions and does not include a point-in-time component (such as a moot, practicum or laboratory-based task). Automatic extensions can be granted for eligible assessment tasks.

i. examination: a formal, invigilated, time-limited summative assessment task conducted during the Final Assessment Period. Examinations may be on-site or online and may be administered by Student Administration, a school, or a third-party teaching partner.

j. Final Assessment Period: the designated period, normally following a teaching period and SWOTVAC, where final assessments and/or examinations are held. The schedules for Final Assessment Periods are published in advance by Student Administration.

k. final subject: the last subject for a student to complete to achieve their qualification;

l. hurdle requirement: a condition that must be met by a student to be eligible to receive a passing grade in a subject;

m. point-in-time assessment task: an assessment task that is only held at a designated time, for example online tests held at a specific time, live presentations, performances etc;

n. progression period: the period of study at the end of which a student's academic progress is formally assessed. A progression period may include more than one teaching period. Each subject enrolment will be assigned to a specific progression period according to the last day of the teaching period in which the subject is offered.

o. Recognised Student Organisation: any organisation recognised under the Recognition of Student Organisations Policy;

p. religious commitment: any formally recognised activity relating to a student's religion or customary beliefs;

q. teaching period: the period between the commencement and completion of teaching in a specific subject.

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Section 8 - Authority and Associated Information

(95) This Procedure is made under the La Trobe University Act 2009.

(96) Associated information includes:

a. Elite Athlete Support Policy
b. Guidelines and templates on the Assessment Policy intranet
c. Disability Discrimination Act (1992)
d. Disability Standards for Education (2005)

Status and Details

Status	Current
Effective Date	3rd March 2025
Review Date	4th December 2027
Approval Authority	Academic Board
Approval Date	4th December 2024
Expiry Date	Not Applicable
Responsible Manager - Policy	Sharna Spittle Pro Vice-Chancellor (Learning and Teaching)
Enquiries Contact	Quality and Standards

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