

School of Law and Business

Application for Deferred Assessment

This form must be submitted NO LATER THAN:

- The last teaching date of the course; or
- the last date that the assessment is to be submitted.

Late applications will not be considered.

Applications for a deferred assessment are reviewed by the Head of School. For the Head of School to grant a deferred assessment, you must have:

- submitted all due pieces of assessment at the time the circumstances requiring deferred assessment arise (excluding the piece of assessment being deferred), or been granted an extension to a later date.
- it must still be possible for you to pass the Course; and
- where the illness or exceptional personal circumstances occurred in the first half Semester and is no longer continuing, you must be able to demonstrate that the event had a severe impact on your ability to complete the assessment by the end of Semester.

You are REQUIRED to submit with your application:

- a copy of the relevant Course Outline.
- documentary evidence from a third party, e.g., health professional or doctor; or
- other supporting documentation (i.e., Statutory Declaration, flight bookings, funeral notice)

Failure to provide required documentation, or complete the form correctly, will result in the application being returned.

Please ONLY email your application to: lawandbusiness@nd.edu.au

Applications submitted directly to the Head of School, Campus Student Advisers, Course Coordinators or any other people will not be considered a valid application.

If you are dissatisfied with the outcome of your application, you may lodge an [appeal](#) in accordance with the [Policy: Student Appeals](#).

For further information on Applications for Deferred Assessment, refer to the University's [General Regulations](#): Section 6.3



School of Law and Business

Application for Deferred Assessment

Student ID:			
Student Name:			
Mobile:			
Notre Dame Student Email:			
Course Code and Title:			
Course Coordinator:		Campus:	
Assessment Title:			
Original Due Date:		Weighting:	
Grounds for seeking Deferred Assessment:			
Confirm the following from General Regulation 6.3.3 with a tick in the box provided:	<ul style="list-style-type: none"> • You have submitted (or been granted an extension to a later date) all due pieces of assessment at the time the circumstances requiring deferred assessment arose (excluding the piece of assessment being deferred) 		
	<ul style="list-style-type: none"> • Where the illness or exceptional personal circumstances occurred in the first half semester and is no longer continuing, you need to demonstrated that the event had a severe impact on your ability to complete the assessment by the end of semester 		

Attach the following documentation with your Application for Deferred Assessment:

Course Outline

Medical Certificate

Other Supporting Documentation

Please note: This form is an APPLICATION for Deferred Assessment only, it DOES NOT entitle the student to immediate approval.

Student Signature:		Date:	
Head of School Signature:		Approved/Denied:	
Comments:			

Submit your application to lawandbusiness@nd.edu.au