

# EMERGENCY REGULATIONS FOR FINAL EXAMINATIONS

## Overview

1. The University takes all reasonable steps to ensure that the established set of Assessment Norms and Feedback Norms activity are not disrupted.
2. However, in cases where conventional final examinations cannot be run under the Examinations Policy: Administration and Invigilation, due to unforeseeable circumstances such as natural disaster, disease, acts of terrorism, fire, flood or industrial action, it is necessary to have the Emergency Regulations for Final Examinations in place, which can be enforced by Academic Board.
3. The Emergency Regulations for Final Examinations are intended to best protect the interests of students given any constraints that may be imposed upon the University.

## Use of Emergency Regulations for Final Examinations

4. The Academic Registrar may request Academic Board to enforce the Emergency Regulations for Final Examinations when conventional final examinations cannot be run under the Examinations Policy: Administration and Invigilation.
5. The Emergency Regulations for Final Examinations may take precedence over other academic policies relating to student assessment including but not limited to The Incompletes, Rescheduled Exams and Delayed Submission of Coursework Policy for Undergraduate Students, Examinations Policy, Administration and Invigilation, Examinations Policy, Student Conduct and Approved Materials, and Examinations Policy, Timetabling.
6. The University's Academic Appeals Policy relating to Grade Challenges, Academic Appeals Policy Relating to Non-Grade Appeals, Academic Misconduct Policy – Principles, Examples, Penalties, Complaints Policy on Academic Related Matters, Late Submission of Coursework Policy, and Complaints Policy on Non-Academic Related Matters will normally remain in force during periods of when Emergency Regulations for Final Examinations are enforced.
7. The process for submitting, considering and approving appeals and petitions will continue as described within the relevant policies when the Emergency Regulations for Final Examinations are in effect. Published time periods may be impacted by which students can expect to receive outcomes to submitted appeals, petitions or complaints.

8. The University may agree amendments to the Mitigating Circumstance Guidance depending on the specific circumstances and there may be some amendments to published timescales.
9. In the event that the final examination is significantly disrupted, Registry Services may request to Academic Board for the revision of the published final examinations timetable. This may include rescheduling the entire final examinations week within the published semester dates, or deferring the final examinations week to the following semester.

### **Alternative Modes of Assessment**

10. If scheduled teaching and learning has been significantly impacted, Academic Board may approve the replacement of final examinations with alternative modes of assessment such as additional coursework or online open-book examinations that students can take remotely.
11. If Academic Board has approved amendments to final examinations when scheduled teaching and learning have been significantly impacted, relevant course instructors should ensure that the alternative assessments relate only to material that has been taught to students, and, that they reflect limitations in access to resources.
12. Any changes incorporated within alternative assessments to final examinations should be presented by the Schools/Departments to the Curriculum Development Committee for recommendation to Academic Board.
13. Academic Board will agree what, if any, changes can be exceptionally applied to assessment strategies and deadlines to mitigate the impact of the particular circumstances and the process for approving and recording these changes.
14. When determining arrangements for alternative assessments, Academic Board will apply the following principles:
  - i Consistency of approach;
  - ii Focus on the delivery of content that allows students to meet the learning outcomes of the programme(s) affected;
  - iii Fairness to students in terms of the weighting and bunching of assessments; iv Prioritising of necessary guidance, support and supervision for students whose assessment methods/requirements have changed.

15. When alternative assessments are to replace final examinations, internal moderators should double-check that alternative assessments allow students to meet all course learning outcomes.
16. If timescales permit, External Examiners should be informed of amendments made to final examination papers and provided with an opportunity to comment but they will not necessarily be required to approve the amendments made.

### **Operations of Alternative Assessments**

17. Registry Services will be responsible for general communications with the student body when Emergency Regulations for Final Examinations are enforced and final examinations are replaced by alternative assessments.
18. Registry Services will liaise with the Schools/Departments and the IT Department for the administration of alternative assessments when Emergency Regulations for Final Examinations are in effect.
19. When Emergency Regulations for Final Examinations are in effect, Registry Services may revise the published final grade submission deadline.

### **Re-sit Arrangements for Alternative Assessments**

20. When Emergency Regulations for Final Examinations are in effect, late submission of alternative assessments will be guided by the Late Submission of Coursework Policy.
21. If the scheduled submission deadline of an alternative assessment is changed for all students within the course, the course instructor must clearly communicate the change via the University email and Blackboard. This change must also be reflected on the course syllabus for the relevant semester.
22. If a student wishes to late submit an alternative assessment due to mitigating circumstances, they must inform the course instructor before the submission deadline. It is at the course instructor's discretion to approve extensions for up to five (5) working days after the original submission deadline.
23. If a student requests for an extension to submit an alternative assessment after the submission deadline or seeks an extension for longer than five (5) working days after the original submission deadline of an alternative assessment, they can petition to the Academic Progress Committee for approval to late submit or "re-sit" the assessment in the following semester.

24. "Re-sit" of alternative assessments will be held on the fourth week/weekend of the semester following the original assessment period. The re-sit of alternative assessments must be completed within the official re-sit period; further rescheduling of alternative assessments will not be permitted, unless approved by the Academic Progress Committee.

### **Late Submission of Undergraduate Coursework**

25. If an undergraduate student with mitigating circumstances fails to submit a coursework by the submission deadline, they must inform the course instructor. It is at the course instructor's discretion to approve extensions for up to five (5) working days after the original submission deadline.
26. Undergraduate students with mitigating circumstances can petition to the Academic Progress Committee if they need an extension for longer than five (5) working days after the original submission deadline to submit a coursework.
27. Undergraduate students given an extension to their coursework submission deadlines are required to submit the coursework in the same timeframes as students permitted a re-sit opportunity (i.e. no later than week 4 of the following semester). However, the Academic Progress Committee, in consultation with the course instructor, may set an earlier date where deemed appropriate.
28. Undergraduate students may receive supervisory support if they are permitted to late submit their Senior Project/Seminar by the Academic Progress Committee. They may receive up to three (3) supervision sessions during the approved extension period to late submit their Senior Project/Seminar.
29. Undergraduate students can only expect to receive the three (3) supervision sessions in May and June if the approved extension period to late submit their Senior Project/Seminar falls during the Summer semester.
30. If the student's appointed Senior Project/Seminar supervisor is unable to provide supervision due to emergency circumstances, the relevant Head of Department may appoint a replacement supervisor to assist the student.

### **Late Submission and Re-submission of Postgraduate Coursework**

31. If a postgraduate student with mitigating circumstances fails to submit a coursework, including the final dissertation, by the submission deadline, they must inform the course instructor or the Programme Director. It is at the course

instructor/Programme Director's discretion to approve extensions for up to five (5) working days after the original submission deadline.

32. Postgraduate students with mitigating circumstances should petition to the Academic Progress Committee if they need an extension for longer than five (5) working days after the original submission deadline to submit a coursework, including the final dissertation.
33. Within the Postgraduate programmes, a B- (2.7) grade is regarded as a "redeemable fail". Postgraduate students receiving this grade for a component of a course may re-submit the component of the course to a time-frame agreed with the Programme Director.
34. Postgraduate students receiving a B- (2.7) as an overall grade for a course may re-submit the failed element(s) of the course to a time-frame agreed with the Programme Director.
35. Postgraduate students who intend to re-submit must advise the Programme Director of their intention to re-submit and obtain a revised submission date within five (5) working days of receiving the grade.
36. Grades for re-submitted postgraduate coursework will be capped at B.
37. Postgraduate students may receive supervisory support if they are permitted to late submit their final dissertation/thesis by the Programme Director. They may receive up to of one (1) supervision session during the approved extension period to late submit their final dissertation/thesis.
38. Postgraduate students will be offered face-to-face or online remote meeting with the academic supervisor to discuss the feedback and what they need to do to achieve a passing grade. Students must take up this meeting opportunity within one month. It is then expected that the student works independently before re-submission.
39. Postgraduate students can only expect to receive the one (1) supervision session in May and June if the approved extension period to late submit their final dissertation/thesis falls during the Summer semester.
40. If the student's appointed academic supervisor is unable to provide supervision due to emergency circumstances, the relevant Head of Department may appoint a replacement supervisor to assist the student.

