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Exceptional Variation of Assessment Policy

Policy UP 23/11 (F23/454)

Approver	Academic Board
Sponsor	Deputy Vice-Chancellor (Education and Student Experience)
Owner	Pro Vice-Chancellor (Academic)
Secretary	Academic Secretary
Policy Type	Academic
Policy Category	Academic Governance

1 Purpose

1.1 The University recognises that there may be occassions where a student experiences exceptional circumstances beyond their control that may prevent them from performing to their ability in assessments. Exceptional Variation of Assessment (EVA) is a mechanism that allows managing such disruptions that may have adversely affected a student's academic performance or progression in a unit or in a course.

1.2 This policy outlines the principles governing a student's request for an EVA at the University. It sets out the following:

(a) Eligibility requirements for EVA;
(b) Possible outcomes of EVA;
(c) Minimum limitations for EVA;
(d) Application Requirements for EVA; and
(e) Principles for assessing an application.

2 Definitions

Term	Definition
academic integrity	means maintaining the soundness of academic standards and principles of assessment.
assessment item	is a body of work or combination of aligned sub-tasks used to gauge student learning, e.g. an essay, project, assignment or examination.
assessment task	is a piece of work that forms part of an assessment item.
assessors	means relevant University staff who has the authority to consider applications for EVA.
authorised professional/person	means a person of relevant standing who can validate circumstances, e.g. Police Officer, registered social worker, University professional services, including Indigenous Student Services Officers, Guild Student Assist Officers, senior representatives for Elite Athlete, Arts representatives and such.
disability	as defined in the WA Disability Services Act 1993, "means a disability (a) which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory, or physical impairment or a combination of those impairments; and (b) which is permanent or likely to be permanent; and which may or may not be of a chronic or episodic nature; and (d) which results in (i) a substantially reduced capacity of the person for communication, social interaction, learning or mobility; and (ii) a need for continuing support services". The Federal Government's Disability Discrimination Act 1992 defines disability "in relation to a person, means: (a) total or partial loss of the person's bodily or mental functions; or (b) total or partial loss of a part of the body; or (c) the presence in the body of organisms causing disease or illness; or (d) the presence in the body of organisms capable of causing disease or illness; or (e) the malfunction, malformation or disfigurement of a part of the person's body; or (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

	and includes a disability that: (h) presently exists; or (i) previously existed but no longer exists; or (j) may exist in the future (including because of a genetic predisposition to that disability); or (k) is imputed to a person. To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability"
EVA Submission Eligibility check	is a procedure that requires students to conduct a self-check for determining the point at which they are not permitted to submit an EVA. See Section B of Policy Procedure for more details.
exceptional circumstances	mean circumstances not ordinarily encountered or anticipated, which are beyond the control of the individual concerned and which are of such severity or gravity that they may impact adversely on the individual's capacity to perform in an assessment.
health practitioner	means a health practitioner registered with an applicable professional registration body in the jurisdiction in which the health service is provided, or another health professional recognised by the University for the purposes of this policy.
participation	involves students engaging actively in non-lecture based interactive classes or equivalent. Mere attendance does not constitute active participation and is not assessed.
reasonable adjustments	as defined in the Disability Discrimination Act 1992, means "an adjustment to be made by a person is a reasonable adjustment unless making the adjustment would impose an unjustifiable hardship on the person". For the purpose of this policy, reasonable adjustments, which does not include mark adjustment, is defined as a process to help students with disability to minimise the impact of certain adverse and unforeseen circumstances on their progression and performance in units of study. These may include special examinations, alternative exam arrangements, and replacement exams.
summative assessment	is assessment of learning meaning any assessment that contributes to the final grade/mark of a unit to provide a measure of student performance in relation to the learning outcomes and assessment criteria.
University	Is The University of Western Australia,

3 Scope

3.1 This policy applies to all coursework students and students undertaking coursework components of a Research Training Program (RTP) compliant course.

3.2 This policy applies to students undertaking study through an offshore campus, transnational education arrangement or other approved delivery location, subject to any applicable local laws, regulatory requirements and University-approved local procedures or schedules.

4 General Principles

4.1 The University is committed to equity and fairness in supporting all aspects of student learning and welfare.

4.2 Applications for EVA are made and assessed having regard to the Student Code of Conduct and the Support for Students Policy (UP23/14).

4.3 Applicants and assessors must observe the principles of equity and academic integrity.

4.4 A student who seeks to gain an unfair advantage in assessment by submitting an application for EVA that is not genuine is subject to appropriate disciplinary action in accordance with the Regulations for Student Conduct and Discipline, whether or not the application for EVA is subsequently withdrawn.

4.5 Any person with access to an application for EVA or any supporting documentation is responsible for respecting confidentiality and the student's entitlement to privacy protection.

4.6 Students with disability who are entitled to reasonable adjustments under applicable disability discrimination, disability services or equivalent local legislation must seek approval of their reasonable adjustments through UniAccess or another University-approved academic adjustment process. Such students are not precluded from applying for EVA under this policy, subject to meeting the eligibility requirements under Section 5 of this policy.

4.7 The University may approve local procedures or schedules to support the application of this policy to offshore campuses, transnational education arrangements or other approved delivery locations. Any local procedure or schedule must be consistent with this policy, unless a variation is required to comply with applicable local law or regulatory requirements.

5 Eligibility Requirements for EVA

5.1 Students may request an EVA under exceptional circumstances provided:

(a) the disruption is severe or serious in nature (see Table 1 for exceptional circumstances), substantially interrupting the student's assessment performance; and

(b) the disruption is beyond the student's control; and

(c) the disruption:

i. is short-term, whereby the exceptional circumstance is unanticipated/unavoidable to the extent the exceptional circumstance has prevented the student from completing or attending an assessment on a specific date or due date (e.g. Tests/Exams/Laboratories/Practicals); OR

ii. has occurred during a critical study or assessment period and lasted for more than three days in a row (for examples, see procedure at Appendix A).

5.2 The University does not provide EVA for conditions or circumstances that result from planned activities or a student's actions or inactions. Examples of circumstances that are not eligible grounds for EVA include:

(a) misreading/misunderstanding unit outline, exam timetable or assessment deadline;

(b) any holiday travel;

(c) attending social events (e.g. birthdays, concerts), or sporting events (excluding participation in University games / elite competitions);

(d) usual rostered work commitments or professional experience organised independently by the student;

(e) student workloads and stress associated with assessments;

(f) overloading with additional units in a given teaching period;

(g) computer and/or IT (Information Technology) failure, unless experienced during an online exam or equivalent (e.g. major folio submission) or an unplanned computer update occurs during an online assessment;

(h) volunteering commitments; and

(i) commencing a unit late.

5.3 Students who are identified as having received an excessive number of assessment adjustments within a teaching period are required to attend an interview with Student Life. Subsequent EVA applications are assessed, but outcomes are not implemented until after the required interview has occurred.

6 Possible outcomes of EVA

6.1 EVA applies to the following types of assessment, except for those referred to in Section 7 of this policy:

(a) in-semester assessments or continuous assessments;

(b) centrally administered examinations; and

(c) school-administered examinations

6.2 The possible outcomes of an EVA application include the following:

(a) subject to section 6.5 of this policy, undertaking a deferred examination;

(b) extension to an assessment deadline;

(c) provision of a replacement or additional assessment opportunity;

(d) permission to sit examinations away from the University;

(e) exemption of assessment and reassignment of marks to other assessments provided the exempted assessment is worth more than ten per cent and the unit learning outcomes are met by other assessment items. In an event where the reassignment of marks is allocated to a final exam, the weighting of the final exam must be aligned to the requirements set out in the University Policy on Assessment;
(f) aggregation or averaging of marks obtained for completed assessment items to achieve a final percentage mark for the unit, provided the student has met all the learning outcomes in the unit, unless specifically stated otherwise in the LMS (Learning Management System) Unit Outline where the unit forms part of an accredited sequence; and
(g) withdrawal without academic penalty.

6.3 In cases where a student can provide appropriate documentation for being absent in an exam or unable to continue during an exam they are sitting due to exceptional circumstances, a deferred exam may be offered. Students who sit the entirety of the exam are not eligible for EVA.

6.4 All deferrals of centrally administered exams are administered in accordance with University exam rules unless a School has been approved to opt out of the arrangement.

6.5 A student who has been given a deferred exam cannot apply for further deferral of the deferred exam via EVA. Only outcome 6.2 (g) may be considered in such a situation.

6.6 In cases where a student who is part of a group assessment receives approval for an EVA application, the outcome must be considered in consultation with the Unit Coordinator. The possible outcomes include:
(a) extension to an assessment deadline for the whole group;
(b) provision of alternative assessment for the individual student; and
    i. redistribution of the assigned work to the rest of the group members with the possibility of an extension to the assessment deadline; and/or
    ii. a reduced assessment task for the group
(c) Reassignment of group mark to other assessments if assessment task/item is weighted 10 per cent or less. This may be relevant for in-class group activities such as group presentations.
(d) Where a group member has a UAAP in place, any approved adjustment may be extended to the whole group within reason at the discretion of the UC.

6.7 A student who has been granted a supplementary assessment is not eligible for EVA. Where a student is unable to undertake the supplementary assessment, the original mark stands.

7 Minimum Limitations for EVA

7.1 Subject to section 8.3 and unless the unit outline provides otherwise in the case where the unit forms part of a sequence in a professionally accredited course, application for EVA is <u>not</u> permitted for any assessment item that:
(a) is worth 10 per cent or less; and
(b) comprises a series of evenly weighted assessment tasks (e.g. weekly quizzes); and
(c) when the top 80 per cent of marks are used to calculate the overall result for the assessment item.

7.2 Where an exceptional circumstance occurs during the 48-hour grace period that is provided in the form of a penalty waiver for late submission, as set out in the Assessment Policy, students are ineligible for EVA. A penalty waiver does not apply to the following types of summative assessments: tests/laboratories/mid-semester and final exams administered centrally or by schools.

7.3 Application for EVA is <u>not</u> required for missing attendance of no more than 20 per cent of classes that assess participation unless the unit outline specifies a higher threshold of attendance. Any unforeseen disruption limiting the student's capacity to meet the minimum threshold of attendance for classes that assess participation may entail submission for an EVA, subject to the student meeting eligibility and application requirements, including the requirement set out in section 8.4.

8 Application Requirements for EVA

8.1 With the exception of applications for examination timetable deviations where the deadlines are provided in Schedule B1 of Appendix 3 of the University Policy on Assessment, students applying for

EVA must submit a complete application as soon as possible but no later than three calendar days after the date on which the work for assessment was due or class held, or provide evidence to substantiate incapacity to meet the EVA submission deadline.

8.2 A student cannot request a review and appeal of a decision to reject an application for EVA if the requirement specified in 8.1 is not met.

8.3 Where an assessment item is worth 10 per cent or less and comprises a series of weighted assessment tasks (e.g. weekly quizzes), an application for EVA can be made only on completion of the assessment item rather than the individual assessment task. The completion of the assessment item is determined by the due date of the last assessment task.

8.4 Before applying for EVA, students must observe the EVA Submission Eligibility Check in accordance with the policy procedures set out in Appendix A.

8.5 Students must provide clear and appropriate evidentiary support for any EVA application, in English or accompanied by an English translation from an appropriately accredited or recognised translator, that demonstrates the duration and impact of the exceptional circumstances on their academic performance in, or preparation for, an assessment. Evidentiary support must be provided in line with Table 1 for any EVA application,or any University-approved local procedure or schedule.

8.6 A student is responsible for providing all documentation at the time of submitting an application for EVA. Where a student faces delays that are beyond their control in obtaining relevant supporting documentation, exceptions may be made by the assessor.

9 Evidentiary Support

9.1 Evidence supporting an application for EVA must be provided in accordance with Table 1 of this policy.

9.2 Except in the case of examinations and other timed assessments medical certificates are not required for illness lasting one or two days. Where a medical certificate serves as supporting documentation for illness lasting three days or more, it must:

(a) be based on consultation with a registered health practitioner or on the health practitioner's knowledge of the student's medical history in the case of a temporary exacerbation of an existing medical condition;

(b) include the health practitioner's professional registration details, provider number or equivalent identifier, where applicable, duration of impact, signature and date of consultation;

(c) in situations where the medical certificate is issued for extended periods of seven days or more, or where a student has presented medical certificates totalling seven days or more within a teaching period, be accompanied by a UWA Verification Form to be completed by a health practitioner.

9.3 Students submitting an EVA must include a declaration that both the application and the supporting evidence are true and genuine, and that they are aware that submitting false or misleading information is a breach of the University's Regulations for Student Conduct and Discipline.

9.4 Any evidence submitted may be investigated, and false or misleading evidence may result in a penalty imposed in accordance with the Regulations for Student Conduct and Discipline.

9.5 Falsifying evidence may constitute misconduct and may also constitute an offence under applicable law.

10 Assessing an EVA

10.1 Assessors must:

(a) ensure applicants have met the eligibility and application requirements outlined in sections 5 and 8 of this policy.

(b) consider subsequent application(s) where an applicant has lodged further application(s) due to worsening of the initial circumstances; and

(c) be guided by academic integrity, common sense, compassion, cultural sensitivity and logic when making decisions under this policy.

10.2 Where an applicant's exceptional circumstances are unlikely to change or do not change sufficiently to permit them to complete a unit's remaining requirements (i.e., any outstanding assessments) within a reasonable period, the appropriate form of EVA is withdrawal without academic penalty.

10.3 Withdrawal without academic penalty may only be applied in retrospect if applied to a unit undertaken in the last academic year.

10.4 To assist the decision-making process, **assessors** may:

(a) seek additional information from the applicant directly;

(b) verify documentation provided by the applicant with the relevant professionals directly; and

(c) consult with relevant professionals, subject to the applicant's consent.

11 EVA Decisions

11.1 An application for EVA may be:

(a) ***approved*** or approved in part, and the assessor may grant form(s) of EVA other than the one(s) requested by the applicant, but they must comply with section 6.2;

(b) ***not approved*** with no further action required; or

(c) ***ineligible***, as a final decision of the University, on the grounds that there is no provision for an exception within relevant policy to consider the case for EVA.

11.2 In extreme cases, an assessor may permit a variation to the deadline for receipt of work for assessment that extends beyond the University's deferred examination period for the teaching period in question within a reasonable period as long as the assessment is completed before the commencement of the following teaching period. This decision must be made in consultation with the Unit Coordinator. An extension granted beyond the examination period in the last period of study may delay the student's graduation.

11.3 Where practical, assessors as far as possible aim to notify applicants in writing of the outcome of their application within three University working days of receipt of all documentation relating to the application.

11.4 Applications and all related material, including outcomes, must be recorded in the University's approved records management system and handled in accordance with applicable confidentiality, privacy and information governance requirements.

11.5 Unless the EVA application is deemed ineligible, a student may request a review of the original decision in accordance with the Review and Appeal of Academic Decisions Policy (UP15/1).

Legislative Context

Relevant Legislation or Regulations
University of Western Australia Act 1911 (WA)
University of Western Australia Statute (2020)

End

Procedures and Guides – For:
Administrative Procedures see **Appendix A**
Guidance Notes for Students see **Appendix B**
Guidance Notes for Academic Staff see **Appendix C**

Related forms:
Form 1: EVA Online Application
Form 2: UWA Verification Form (to be uploaded along with Medical Certificate or other evidentiary support, where relevant, when submitting EVA application online)

Table 1: Approved Exceptional Circumstances and Required Evidence
The table below lists common applicable circumstances and supporting evidence that may be supplied; however, this list is not exhaustive.

For students undertaking study through an offshore campus, transnational education arrangement or other approved delivery location, references in Table 1 to University support services include equivalent University-approved local student support, wellbeing, safety or advisory services.

Note:
1. Where medical evidence is produced, it must be based on consultation with a registered health practitioner or on the health practitioner's knowledge of the student's medical history in the case of a temporary exacerbation of an existing medical condition.
2. Students are eligible for UniAccess support if they have an ongoing disability, or physical or mental health condition that is diagnosed by a doctor or other qualified health practitioner and affects their studies. UniAccess-registered students receive reasonable adjustments via a UniAccess Academic Adjustment Plan (UAAP).

Exceptional Circumstance	Suggested supporting evidence required
1. Short-term illness, including emergencies	• Medical Certificate for illness lasting three days or more (provided by the health practitioner and completion of the relevant section of the EVA Form) • Medical Certificate for illness lasting seven days or more (provided by the health practitioner, a verification form and completion of the relevant section of the EVA Form); OR • Hospital Discharge Certificate; OR • Documentation from UWA Counselling and Wellbeing team / Guild Student Assist for short-term mental health emergencies
2. Hardship or trauma, including: • Sudden change in domestic arrangements (e.g. eviction, homelessness) • Victims of family or domestic violence • Unexpected serious financial difficulties • Unexpected events/accidents • Hospitalisation of a family member	• Official letter from relevant source/authority; OR • Police report; OR • Medical Certificate (provided by the health practitioner and completion of the relevant section of the EVA Form); OR • Hospital Discharge Certificate; OR • Documentation from UWA Counselling and Wellbeing team / Guild Student Assist or Safe and Respectful Community Team Where none of the above is available, the evidence may be presented in another form as determined by the student.
3. Death of a relative or friend	• Death Notice/Certificate; OR • Obituary; OR • Order of service; OR • Statutory Declaration; OR • Documentation from UWA Counselling and Wellbeing team **Note:** Indigenous students may provide a declaration form signed by an approved delegate from within Student Services in the School of Indigenous Studies

4. Unavoidable commitments • University Competitions • Religious and cultural commitments which only apply to compulsory religious observances (e.g. Ramadan, etc.) as recognised by the University in the publication of the Interfaith Calendar*. (Does not include voluntary commitments) • Unavoidable medical procedures • Court dates/Jury Duty • Unexpected carer requirements • Exams held at another University • Internship or graduate interviews • UWA-approved internships	• Letter from UWA competition owner confirming support of attendance at the competition; OR • Letter from religious leader/elder confirming the date(s) of the religious commitment and requirement to observe (**Note:** Indigenous students may provide a declaration form signed by an approved delegate from within Student Services in the School of Indigenous Studies); OR • Medical Certificate (provided by the health practitioner and completion of the relevant section of the EVA Form); OR • Letter confirming attendance to Jury Duty/court date; OR • Carer requirements list; OR • Letter from other University confirming exam schedule; OR • Confirmation of interview; OR • Letter from internship host confirming internships dates and their unwillingness to be flexible in start dates or allowing time off to attend university examinations
5. Exacerbation of ongoing illness	• Medical Certificate (provided by the health practitioner and completion of the relevant section of the EVA Form)
6. Elite athletes / coaches or Performers • Students part of UWA Elite Athlete Program – training commitments or attending a competition • Students representing UWA/State/Country at a competition • School-supported competitions	• Letter from club or team manager outlining competition dates or increased training commitments; OR • Letter from club or competition owner confirming competition dates; OR • Letter from the Head of School confirming support of attendance at a school competition
7. Australian Defence Force (ADF) Reservists or full-time personnel/SES commitments and Volunteer Firefighters	• An official training notice, movement order or similar document from the organiser explaining why attendance is required
8. Birth of one's own / partner's child	• Birth certificate; OR • Hospital admission/discharge papers
9. Technical issue during atimed online exam/test or equivalent	• Screenshot(s) of the issue experienced; AND • Screenshot(s) of the problem reported in writing to the Unit Coordinator or teaching academic

*See Diversity, Equity and Inclusion

Schedule A: UWA India application of the Exceptional Variation of Assessment Policy

1.1 This Schedule supports the application of the Exceptional Variation of Assessment Policy to students undertaking units through UWA India.

1.2 EVA applications for UWA India students must be submitted through the University-approved EVA application mechanism, or any approved local application mechanism specified for UWA India.

1.3 Evidence submitted in support of an EVA application may include documentation from a health practitioner, government authority, court, hospital, employer, University-approved student support service, or other authorised professional or person, provided the evidence satisfies the requirements of the policy.

1.4 Evidence must be provided in English or accompanied by an English translation from an appropriately accredited or recognised translator.

1.5 References in the policy to UniAccess, University support services, verification forms, records management systems or student support processes include equivalent University-approved local processes or services used for UWA India.

1.6 The University may adapt administrative processes for EVA applications relating to UWA India where required to comply with applicable local law, regulatory requirements or approved local operating arrangements.

1.7 Any local adaptation must preserve the principles of equity, academic integrity, confidentiality, fairness and consistency in decision-making.

APPENDIX A:

University Policy on Exceptional Variation of Assessment (EVA)

POLICY PROCEDURES

Note: See Table 1 of the EVA Policy for list of common relevant circumstances and supporting evidence that may be supplied.

A) PREPARATORY STEPS (PRIOR TO SEMESTER/TEACHING PERIOD)

Responsible Person/Area: Unit Coordinator

1. In Unit Outline Builder (UOB) – Prior to Week 1:
    a. Update/confirm EVA accomodations in the assessment section.
    b. Identify units requiring special arrangements associated with the deferred examination within the UOB data:
        - Identify units with multiple Final Examinations for the one unit.
        - Identify units with a final examination shared across multiple units.
        - Identify units where a final examination includes multiple components across different days (Medicine).
    c. EVA allowances are for staff access only, for use in determining appropriate student outcomes, and not for publication.

Responsible Person/Area: AskUWA

2. Configuration of EVA Portal (AskUWA)
    a. EVA portal configured with details of units, assessment items and allowances to guide student applications and assessments.

B) ONGOING STEPS (DURING SEMESTER/TEACHING PERIOD)

Responsible Person/Area: Students

1. Students must observe the **EVA Submission Eligibility Check**, which provides a self-check to ensure they can apply for EVA. This rule applies at three points: before undertaking an assessment, during an assessment and post assessment:
    a. **(Before undertaking an assessment):** Students can apply for EVA, subject to satisfying the eligibility requirements.
    b. **(During an assessment):** If a student feels unwell or is impacted by other circumstances to the point that they cannot continue with their timed assessment, they must:
        - stop working on the assessment,
        - tell a staff member immediately that they are unwell (i.e. their Unit Coordinator, teaching academic or exam supervisor - they must be advised before the end of the timed assessment), and
        - apply for EVA within three working days of the assessment date. Their supporting evidence must be dated within 24 hours of the assessment date.
    c. **(Post assessment**): While the general cut off for EVA applications is three days after the submission deadline, a student cannot apply for EVA after accessing and/or attending a timed assessment. Exceptions may be considered if it is clear that they were prevented from making an informed decision. Decisions relating to such exceptions cannot be reviewed or appealed.

2. Subject to 3 a. to c. above, submit via EVA Portal and adhere to the following:
    a. Only complete applications with all attachments are able to be submitted.
    b. If medical ground is selected and the request is made for:
        - three days or more, a medical certificate is required, and

- seven days or more, a medical certificate and the UWA verification form are required.

c. Student required to complete a confirmation that they have not undertaken other assessments on the day in question, to enable assessors to determine if students satisfy the **EVA Submission Eligibility Check**.
d. Student required to indicate whether the assessment item consists of single or multiple tasks, and in the latter case, which task(s) were affected.
e. Where an assessment item is composed of multiple tasks across the semester, applications for EVA can only be made after the due date for completion of the final assessment task and will be considered in conjunction with any late penalty waiver associated with the assessment item.
    - Applications made in advance of this point will be rejected on procedural grounds.
f. EVA portal does not permit applications for extensions of 48 hours or less because no late penalty is applied for the first two-day period.
g. Reason for application to be chosen by the student from a drop-down menu.
h. Student's application to include a short statement, captured through the EVA portal, describing the impact of the illness, injury, misadventure, or special commitment on their studies, as well as indicating relevant dates, assessment items affected and, where students have been delayed in the completion of an assessment task or item, a proposed submission date.
i. Where students are unable to upload files containing the required evidence to support their selected reason for application contact the Student Advising Office.
j. Where medical evidence is not based on either a consultation with a registered practitioner or on the practitioner's prior knowledge of the student's medical history, the application will be rejected. If the student cannot provide the requested additional information, the application will be rejected on procedural grounds.
k. Required evidence is documented in the EVA Policy, as are approved providers of evidence (See Table 1 in Policy).

Responsible Person/Area: Student Advising Office

3. Assess EVA Application, having regard to:
    a. Current Assessment Matrix,
    b. UOB allowance information from relevant units,
    c. multiple assessment-task items where application for EVA can only be made on conclusion of the whole assessment item, and should be assessed having regard to how the assessment as a whole is impacted,
    d. **EVA Submission Eligibility Check**,
    e. timeframes and extenuating circumstances justifying late submission; and
    f. "excessive number of assessment adjustments within a teaching period"[1] – this is assessed to be in the top 20 per cent of the applicants who have submitted an EVA in the teaching period.

    All in combination with the evidence provided by the student.
4. The Student Office may refer to the relevant delegated Academic Advisor in schools or other areas and may access other information related to the student's prior history in making its determination.
5. Record outcome(s) electronically, generating relevant notifications to students, academics (PowerBI) and other areas. Appropriate disclaimer with regard to multiple-task assessment items included in approval advice.
6. Record 'DE": grade where relevant, noting that for multiple component examinations, a DE should only be recorded where the student has deferred all components or after the date of the last component.

Responsible Person/Area: Unit Coordinator

7. To enact approved EVA provisions related to continuous assessment items during semester.

[1] See Policy Clause 4.3.

C) END OF SEMESTER

Responsible Person/Area: Student Advising Office

1. Reconcile DE's on student records to EVA approvals.
    a. See "Allocate Students to Deferred Exams" Procedure as documented by the Examinations Team in ProMapp for further details of this procedure.

Responsible Person/Area: Unit Coordinator

2. To enact approved EVA provisions related to end of semester adjustments, such as 'whole of assessment item' adjustments.
3. Mark deferred examinations.

Examinations Team

4. Schedule and run deferred examinations and or deviations.

D) STUDENT APPLICATIONS ASSESSED AS NOT FALLING WITHIN THE SCOPE OF EVA

Responsible Person/Area: Student Advising Office

1. Students whose circumstances do not fall within the scope of those recognised as grounds to apply for EVA should seek advice from their allocated advising office to determine what other University support measures may be relevant to them. These may include discussion with their Unit Coordinator or an Academic advisor within the School or engagement with UniAccess.

Responsible Person/Area: School Advisor

2. Students seeking a review of the outcome of their EVA application, and who have had a discussion with the original decision-maker, should be referred to a designated advisor representing the relevant School.

APPENDIX B:

University Policy on Exceptional Variation of Assessment (EVA)

GUIDANCE NOTES FOR STUDENTS

These Guidance Notes, which must be read in conjunction with the EVA policy, are intended to assist students' understanding of the intent of and principles underpinning the EVA Policy. They are not to be viewed as a substitute for the policy and are not mandated.

What are the improvements to the policy that should help students without the need to apply for EVA?

1. Waiver of late penalties for the first 48 hours after an assessment is due. An assessment submitted within 48 hours of the deadline will be marked as late, but no penalty applied. A penalty of 5 per cent per day will accrue throughout, being applied as a 15 per cent penalty on day three and a further 5 per cent per day until day 7, after which the assessment will not be accepted. (Note that where EVA is granted, the late penalty waiver does not apply to the extended due date.)
2. For any assessment worth 10 per cent or less that is composed of multiple evenly weighted tasks across the semester, only the top 80 per cent of marks will be counted (unless otherwise noted in the unit outline). If you still need to apply for EVA because you have missed more than 20 per cent of the tasks and you are able to demonstrate that your performance was significantly impacted with regard to the whole assessment item, then that application can only be submitted on or after the due date for the final task in that semester. (Note: keep your documentation from throughout the semester.)

Do you have a disability, mental health or medical condition affecting your studies?

Whether you have anxiety or depression or a learning difficulty, our UniAccess team supports you to stay healthy during your studies and perform at your academic best, no matter whether your condition is ongoing, temporary (eg a broken arm), or episodic. UniAccess is a safe place to meet confidentially with highly qualified advisers who will listen, provide information, and work with you to come up with solutions. We'll also keep your health documentation private and secure, and it will not be seen by your School, home university, or government. UniAccess will work with students to develop a UniAccess Academic Adjustment Plan (UAAP).

If you have a UAAP and experience an exacerbation of your registered condition meaning you require further accommodation beyond what is listed in your UAAP, you should apply for further reasonable adjustments, using your UAAP as your supporting documentation.

If you have a UAAP and require accommodations for reasons not related to your registered condition (that is a short-term medical condition or non-medical condition) you should apply for an EVA with documentation as set out in Table 1 of the EVA policy. You cannot use your UAAP as supporting documentation.

Students experiencing medical emergencies in relation to the above should apply for EVA in the first instance.

What is going to be handled differently?

- Attendance of at least 80 per cent at non-lecture-based interactive classes or equivalent will be required where these classes are described as compulsory in the unit outline. (Note: check your unit outline to see whether your unit has a higher attendance threshold.) Lecture attendance remains non-compulsory in most cases.
- Assessment items that are worth 10 per cent or less and comprise a series of evenly weighted tasks are not eligible for EVA until the completion of all the tasks. Examples include weekly quizzes and laboratory worksheets. This does not include assessed participation, which is assessed holistically over the teaching period. Students may not apply for EVA for missing individual classes.

- No medical certificate will be required for the first 48 hours of an illness for assignment extensions as there is a late penalty waiver.
- A new UWA Verification Form for Exceptional Variation of Assessment will be required for any EVA request for accommodations totalling seven days or more within a teaching period.

If EVA is requested frequently within one teaching period, as identified by the university, you will be invited to discuss your needs with the Student Life team. This meeting will help us provide you with the appropriate support. Approval of additional EVAs will be considered only after this consultation.

Top tips:
- Check your unit outline!
- EVA is only available in exceptional circumstances, where the disruption is severe or serious, short-term, and beyond the student's control. See Table 1 of the EVA policy for exceptional circumstances and required evidence.
- Self-check **EVA Submission Eligibility Check**, as set out in the Administrative Procedures (see Appendix A of the EVA Policy).
- Keep your documentation (evidence such as medical certificate), even if you don't need to apply for EVA at the time.
- Know where to go for help to meet your deadlines:
    - UWA Academic Skills Centre have a range of supports.

Scenario Examples:

Scenario 1:
A student misses one of the 10 tutorials in a unit as they have been called for Jury duty. There is a 10 per cent mark for overall participation based on the student's contribution across the semester. A marking rubric/criterion for assessing participation is provided.
- ***Old system:*** They would get letter of attendance after the trial and apply for Special Consideration.
- ***New system:*** They would not have to do anything as participation is assessed on the basis of the whole semester's work. Note: if attendance is described as compulsory in the unit outline, students must attend 80 per cent of the tutorials unless a higher threshold has been set by the unit coordinator.

Scenario 2:
A student is unwell for one or two days and has an assignment due.
- ***Old system:*** They would get a documentation and apply for Special Consideration for the two days.
- ***New system:*** As long as the student can submit within 48 hours of the assignment deadline no late penalty will be applied. A penalty of 5 per cent per day will accrue throughout, being applied as a 15 per cent penalty on day 3 and a further 5 per cent per day until day 7, after which the assessment will not be accepted. Note: If the student elects to take advantage of the two-day late penalty waiver and they fall ill during this two-day period, they are not eligible to apply for EVA because the assessment is already late.

Scenario 3:
A student is unwell for more than 7 days and has an assignment due.
- ***Old System:*** They would get a medical certificate and apply for Special Consideration for the number of days they are sick.
- ***New system:*** They visit a health practitioner for a medical certificate and request that the health practitioner completes the new UWA Verification Form for Exceptional Variation of Assessment.

Scenario 4:
A student has an online quiz as part of 10 online quizzes (worth 10 per cent) in a unit. They are unable to complete one quiz in the middle of semester due to illness or other circumstance listed in Policy Table 1.
- ***Old system:*** They would get documentation and apply for Special Consideration.
- ***New System:*** They should still get documentation or UWA verification form but not apply for EVA unless they miss more than 20 per cent of their online quizzes for that unit and can demonstrate

their performance was significantly impacted over the whole assessment item (i.e., all, or at least most, quizzes). Then the student should apply for EVA after the final online quiz due date, including all the supporting documentation.

Scenario 5:
A student experiences ongoing challenges and requires frequent variations to assessment in a teaching period.

- ***Old system:*** Special Consideration would be granted when evidence is presented.
- ***New system:*** Student will be contacted by Student Life regarding further support which may include being linked in with UWA support services. Further applications will be assessed but outcomes not implemented until after the required interview with Student Life has occurred.

Scenario 6:
An elite athlete knows in advance that they will be absent and need accommodations for an assessment item (ongoing in class weekly quiz)

- ***Old system:*** Student Office would meet with the student early in semester, manage their expectations on what can/can't be accommodated and assist the student in lodging special consideration in advance.
- ***New system:*** Student Office would meet with the student early in the semester, manage their expectations on what can/can't be accommodated and then advise them to submit EVA after the final weekly quiz if they miss more than 20 percent.

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APPENDIX C

University Policy on Exceptional Variation of Assessment (EVA)

GUIDANCE NOTES FOR UNIT COORDINATORS (UCs)

These Guidance Notes, which must be read in conjunction with the EVA and Assessment policies, address two key aims. The first aim is to explain the implications of the EVA policy for UWA Assessment policy principles and practice. The second aim is to assist Unit Coordinators and teaching staff to understand the principles underpinning the EVA policy for implementation and provision of appropriate advice to students. These Guidance Notes are not to be viewed as a substitute for the related policies.

A. Implications of EVA for Assessment Policy Principles

Section 5.3(2)(e) The following consequences of late or non-submission must be made clear to students:

(i) A penalty of five per cent of the possible mark allocated for the assessment item is deducted per day.

(1) A penalty waiver is granted for the first two 24-hour blocks (including weekends and public holidays) following the due date of an assessment. This excludes tests/laboratories/mid-semester and final exams administered centrally or by schools.

(2) Where a student submits after the first two 24-hour blocks, the penalty is applied per day for days 1-7 (including weekends and public holidays). For example, a student, who has submitted a piece of work for an assessment item late by three days and was awarded a mark of 45 out of a possible mark of 50[1], receives after penalty a mark of 37.5 out of 50 (a mark of 2.5 is deducted per day from the mark obtained). An assessment that is submitted after seven days including the two days of penalty waiver is not accepted. Each 24-hour block is recorded from the time the assignment is due.

(3) Where there are a number of tasks within an assessment item, the late penalty may be applied holistically to the assessment item after all tasks have been completed.

- The rationale for providing a penalty waiver is that it will assist students to manage their workload (e.g. multiple assessments due on the same day, work/care commitments).
- An assessment submitted within 48 hours of the deadline will be registered as a late submission, but no penalty will be applied. A penalty of 5% per day will accrue throughout, being applied as a 15% penalty on day 3 and a further 5% per day until day 7, after which the assessment will not be accepted.
- Students do not need to notify their UC if they intend to make use of the penalty waiver, and UCs do not need to monitor uptake.
- Note that where EVA is granted, the two-day penalty waiver does not apply to the extended due date – i.e. if the student submits after the extended deadline, the penalty applies to each day after the extended due date.
- Note on **UniAccess Adjustment Plans** (UAAP):
  - UAAPs provide students with disabilities or mental or physical health conditions that affect their studies with reasonable adjustments.
  - Students are required to provide their UCs with their UAAP if they wish to make use of the reasonable adjustments.
  - Where a student with a UAAP makes use of an extension adjustment (e.g. for a written assessment), the two-day penalty waiver does not apply to the extended due date – i.e. if the student submits after the extended deadline, the penalty applies to each day after the extended due date.

[1] If expressed in percentage terms, this example may be illustrated as follows: The original mark of 90 percent is reduced to 75 percent after 15 percent penalty applied.

- If a student with a UAAP experiences an exacerbation of their registered condition and requires further accommodation beyond what is listed in their UAAP, they are able to apply for further reasonable adjustments, using their UAAP as their supporting documentation.
- If a student with a UAAP requires accommodations for reasons not related to their registered condition, they should apply for EVA but cannot use their UAAP as supporting documentation. Instead, they should provide documentation as set out in Table 1 of the EVA policy.

Section 5.2(3)(c) Attendance of at least 80 per cent at non-lecture based interactive classes or equivalent is required where these classes are described as compulsory in the unit outline. Students at risk of not meeting this requirement may be referred to their advising Student Office.

- This provision obviates the need for a 'participation' mark which is mainly intended to encourage students to attend class.
- The classes must be described as compulsory in the LMS Unit Outline, or this provision will not apply.
- A UC who is concerned about a student's attendance may refer the student to the relevant Student Office (but is not required to). It would make sense to refer a student early in the semester when early intervention will be possible. The Student Office will counsel the student about their obligation to attend but might also identify the need for academic and/or wellbeing supports.
- There is no penalty for non-attendance. This provision is intended, over time, to change the culture at UWA by educating students about the learning that occurs in non-lecture based interactive classes.
- UCs may impose a higher or lower attendance threshold if this is clearly stated in the LMS unit outline. 80% was chosen because it provides a balance between flexibility for students and sufficient attendance to meet learning outcomes. 80% corresponds to 8 out of 10 or roughly 10 out of 12 weeks of attendance at compulsory classes.
- Attendance at lectures remains non-compulsory as recordings are available for students. This provides flexibility for students with work and personal commitments.

Section 5.2(3)(d) Allocation of marks for participation is based on a marking scheme or other documented assessment methods (e.g. submitted worksheets for laboratory-based classes).

- In all cases where participation is assessed (i.e. allocated marks) it must be made explicitly clear to students how they are being assessed. This requires the UC to publish a marking scheme (e.g. rubric, marking criteria) or spell out to students in the LMS unit outline what they need to do to complete this assessment item successfully (e.g. preparation, submission of worksheets).
- Marks for participation must not be awarded for mere attendance.
- Ideally, formative feedback on participation will be given by the mid-way point of the semester.

Section 5.2(4)(e) Where an assessment item with a weighting of 10 per cent or less comprises a series of evenly weighted assessment tasks, the top 80 per cent of marks of the assessment tasks is used to calculate the overall result for the assessment item. This principle applies across all units unless the unit outline provides otherwise in the case where the unit forms part of a sequence in a professionally accredited course or unless approval has been granted by the Pro Vice-Chancellor (Academic) to Unit Coordinators to opt out. Any approval for opting out is captured and maintained in a register which must be reviewed biennially to monitor trends and patterns.

- Examples of such an assessment item are weekly quizzes or laboratory worksheets.
- Where participation is assessed holistically on the basis of student activity/contributions over the course of the semester rather than on a per-session basis, this section does not apply. Students are allowed to miss up to 20% of non-lecture-based classes unless a higher threshold has been set by the UC and communicated in the Unit Outline.

- Teaching Ops can assist UCs to set up a column in the LMS Grade Centre to automatically calculate the result for the assessment item based on the top 80% of marks of the assessment tasks (as close to 80% as possible, depending on the number of tasks) as follows:
    - Where an assessment item worth 10% or less comprises between 7 and 12 equally weighted tasks, the bottom 2 marks (including any 0s) will be excluded from the calculation of the overall result for the assessment item.
    - Where an assessment item worth 10% or less comprises 6 or fewer equally weighted tasks, the bottom 1 mark (including any 0s) will be excluded from the calculation of the overall result for the assessment item.
    - Where the assessment item includes only a small number of weighted tasks, UCs should consider increasing the weighting above 10% or applying to the PVC-A to opt out of this clause.
- If the assessment item is worth more than 10 per cent, the UC determines whether marks for all tasks comprising the assessment item will be counted.

- **Example of implementation:** An assessment item worth 10% comprises ten evenly weighted quizzes across the semester.
    (i) If a student completes more than eight quizzes, then the top eight marks are used to calculate the final mark for this assessment item.
    (ii) If a student completes eight quizzes, then the eight marks are used to calculate the final mark for this assessment item.
    (iii) If a student completes fewer than eight quizzes, then the remaining quizzes are awarded a mark of zero and the top eight marks (including any zeros) are used to calculate the final mark for this assessment item.
    (iv) A student may apply for EVA at the end of semester if they have grounds and can demonstrate their performance was significantly impacted over the whole assessment item (i.e. all, or at least most, quizzes). If EVA is granted, then 5.2(f) of the Policy on EVA may be applied to calculate an amended mark for this assessment item.

B. Understanding Exceptional Variation of Assessment (EVA)

Section 5.2 The University does not provide EVA for conditions or circumstances that result from planned activities or a student's actions or inactions. Examples of circumstances that are not eligible grounds for EVA include:
(a) misreading/misunderstanding unit outline, exam timetable or assessment deadline;
(b) any holiday travel;
(c) attending social events (e.g. birthdays, concerts), or sporting events (excluding participation in University games / elite competitions);
(d) usual rostered work commitments or professional experience organised independently by the student;
(e) student workloads and stress associated with assessments;
(f) overloading with additional units in a given teaching period;
(g) computer and/or IT (Information Technology) failure, unless experienced during an online exam or equivalent (e.g. major folio submission) or an unplanned computer update occurs during an online assessment;
(h) volunteering commitments; and
(i) commencing a unit late.

- **Note** that the examples of circumstances that are not eligible grounds for EVA only apply when the circumstance results from a student's action or inaction.

Section 6.2 The possible outcomes of an EVA include the following:

(e) exemption of assessment and reassignment of marks to other assessments, provided the exempted assessment is worth more than ten per cent and the unit learning outcomes are met by other assessment items. In an event where the reassignment of marks is allocated to a final exam, the weighting of the final exam must be aligned to the requirements set out in the University Policy on Assessment.

- **Example:** a student misses a 15% mid-semester test, and a deferred test is not available. The final exam is worth 45%. If all learning outcomes are met by the other assessments, then the 15% from the missed test could be reassigned to the final exam, which is a similar assessment task. Note that the final exam would be worth 60% for this student, which complies with the University Policy on Assessment.

Section 6.2 The possible outcomes of an EVA application include the following:

(f) aggregation or averaging of marks obtained for completed assessment items to achieve a final percentage mark for the unit, provided the student has met all the learning outcomes in the unit unless specifically stated otherwise in the LMS (Learning Management System) Unit Outline where the unit forms part of an accredited sequence.

- **Example 1:** an assessment item comprises three labs, each worth 10% of the final unit mark. A student receives EVA for one of the labs and there is no make-up lab. If all learning outcomes are met by the other assessments, then the marks attained in the two labs could be averaged and moderated to become a mark out of 30, e.g. Lab 1 = 7/10, Lab 2 = EVA, Lab 3 = 8/10. Average lab mark out of 30 = [(7+8)/20]*30 = 22.5/30
- **Example 2:** a student receives EVA for an assessment worth 15% of the unit. If all learning outcomes are met by the other assessments, then the student's final mark out of 100 could be determined as [(mark out of 85)/85]*100.

Section 6.6 In cases where a student who is part of a group assessment receives approval for an EVA application, the outcome must be considered in consultation with the Unit Coordinator. The possible outcomes include:

(a) extension to an assessment deadline for the whole group;
(b) provision of alternative assessment for the individual student; and
i. redistribution of the assigned work to the rest of the group members with the possibility of an extension to the assessment deadline; and/or
ii. a reduced assessment task for the group.
(c) Reassignment of group mark to other assessments if assessment task/item is weighted 10 per cent or less. This may be relevant for in-class group activities such as group presentations
(d) Where a group member has a UAAP in place, any approved adjustment may be extended to the whole group within reason at the discretion of the UC.

- UCs should consider which outcome would be most appropriate in the context of their unit.

Section 9.2 Except in the case of examinations and other timed assessments medical certificates are not required for illness lasting one or two days. Where a medical certificate serves as supporting documentation for illness lasting three days or more, it must:

(a) be based on consultation with a registered health practitioner or on the health practitioner's knowledge of the student's medical history in the case of a temporary exacerbation of an existing medical condition;
(b) include the Health Practitioner's Provider Number, duration of impact, signature and date of consultation;
(c) in situations where the medical certificate is issued for extended periods of seven days or more, or where a student has presented medical certificates totalling seven days or more within a teaching period, be accompanied by a UWA Verification Form to be completed by a health practitioner.

- The phrase 'timed assessments' includes any assessment that has to be taken by the student at a specific time.

Section 11.2 In extreme cases, an assessor may permit a variation to the deadline for receipt of work for assessment that extends beyond the University's deferred examination period for the teaching period in question within a reasonable period as long as the assessment is completed before the commencement of the following teaching period. This decision must be made in consultation with the Unit Coordinator. An extension granted beyond the examination period in the last period of study may delay the student's graduation.

- UCs should consider how this might be approached in the context of their unit.

C. LMS Unit Outline

- UCs are encouraged to consider and plan for how EVA will be managed when designing assessment items for their unit(s).
- Under the heading Required Assessments in the LMS Unit Outline Builder, UCs must provide information to the Student Offices on EVA outcomes permitted for each assessment item. This information is not visible to students.
- Information for students about deadlines should be provided under Required Assessments and may also be provided in the Unit Schedule.
- If more detailed information on assessment is made available to students in another section of the LMS (e.g. Assessments or Assessment Information) UCs must indicate this clearly in the LMS Unit Outline Builder, as per the example below:

D. Further guidance

- Students with ongoing challenges that affect their studies should be referred to the relevant UWA support service rather than being advised to apply for EVA.
- The Student Guidance Notes contain detailed information on when students can apply for EVA.
- It is students' responsibility to check their unit schedules at the beginning of each semester and notify relevant UCs if they will be absent from a class due to e.g. a field trip or test/mid-semester exam in another unit.
- Tests/mid-semester exams in core units in a student's degree-specific major take precedence over tests/mid-semester exams and classes in other units.
    - For example, a test in a core unit scheduled at the same time as a test in another unit is the one that the student should take with their degree-specific major cohort, and they should speak to the other UC to make alternative arrangements.
    - UCs should be proactive about supporting students where clashes are a result of university scheduling. Students must show evidence of any clashes (e.g. their CAS timetable).
- In the interests of equity, UCs do not have discretion to grant extensions. If a UC is approached for an extension by a student who has missed the EVA document submission deadline without extenuating circumstances and is therefore deemed ineligible, the UC must refuse the request and apply the usual late penalties.

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