



Assessment Policies: Deferral Policy 2018-2019

(For all students EXCEPT new 1st year Undergraduate students in 2018/19)

Overarching Framework

Students may experience circumstances which are unforeseen and outside of their control which they feel may have had a significant impact on their academic performance e.g. in an exam or other form of summative assessment. Such circumstances might include, but are not limited to, illness, being victim to a crime, injury, personal/family problems or bereavement. The School defines exceptional circumstances in the General Academic Regulations as “sudden, unforeseen, out of the student’s own control and proximate to the assessment(s) in question”

The School offers four options for students whose assessment performance is affected by such circumstances.

Before an assessment deadline or examination sitting

1. **Extensions:** this applies to coursework and dissertations/projects only. Students who experience exceptional circumstances before an assessment deadline may apply for an extension.
2. **Deferral:** This applies when a student has received tuition but:
 - i) is unable to submit an assessment by the published deadline or within the 10 working days allowed by an extension *or*
 - ii) has determined they cannot sit an examination before entering the examination room and wishes to postpone the assessment to the next available opportunity. The student may request a deferral before or on the day of an assessment, but not after the assessment completion deadline.

After an assessment deadline or examination sitting

3. **Exceptional Circumstances (EC):** This applies to students who have attempted the assessment but believe their performance has been affected by circumstances beyond their control. This can include missing a coursework/project deadline. However, students who do not attend an exam without first seeking a deferral will be marked as absent, which will count as one of their attempts at the assessment.
4. **Repeat Teaching (RT):** A student who feels that circumstances prevented them from fully engaging with the teaching they received, and who have assessment attempts remaining, may apply for RT. The student would be re-assessed in line with the standard assessment pattern for the course(s) being taken e.g. in the January exam period or during term time. Students may apply for RT upon receipt of their results.

This document should be read in conjunction with the School’s policy and procedures on Extensions, Exceptional Circumstances and Repeat Teaching.

The Deferral Policy

Regulations Underpinning this Policy

- [General Academic Regulations \(for all students except new undergraduate students starting 2018-2019\)](#)
- [Regulations for first degrees \(for all students except new undergraduate students starting 2018-2019\)](#)
- [Regulations for taught masters degrees for students entering in the 2018/19 academic year](#)
- [Regulations for Certificates](#)
- [Regulations for Diplomas](#)
- [Code of Good Practice in Teaching, Learning and Assessment](#)

Deferrals: Scope and Purpose

Exceptional circumstances can arise which may affect a student's ability to complete a component or all components of assessment for a course by the submission deadline or to sit for an examination on the published date.

For coursework, the first option is to request an extension to the submission deadline. The student needs to be clear that they will be able to submit the work within the extension timescale. If the student does not think this is possible, they should apply to defer the assessment on the basis of exceptional circumstances.

Policy

General information, requirements and entitlements

1. Deferrals are available to students at all levels of study.
2. Deferral is appropriate for students who have received teaching but due to exceptional circumstances are prevented from being able to sit exams or submit/undertake other forms of assessment.
3. A deferral of assessment is not an automatic right and the School will only approve deferral requests on the basis of exceptional circumstances. The School will not approve deferrals after the assessment deadline has passed or after the student has entered an examination room and therefore declared themselves fit to sit. In exceptional cases where a student is unable to complete and submit the deferral form before an assessment takes place e.g. a contagious disease on the day of the exam, the student must notify the Advice Team of their intention to defer and then submit the deferral form as soon as possible.

Students who do not declare their intent to defer or who do not subsequently submit the deferral form will be marked as absent from the exam. Please refer to the **Exceptional Circumstances** guidance for information regarding what to do if an assessment has taken place.

4. All deferral requests must be supported by adequate evidence. Please refer [Standards of Evidence Table](#) for the types of evidence required.
5. The policy applies to all forms of summative assessment which counts towards a degree classification. It does not apply to formative assessment.

6. Students will undertake deferred assessment attempts without additional tuition or fees. Academic departments are encouraged to provide additional tutorials or supervision.
7. Students will have access to LSE facilities such as the Library, LSE Life and other learning resources to help them prepare for their deferred assessment attempt. There may be limited availability of some resources during LSE closure periods.
8. Students will receive the Reasonable Adjustments or Individual Examination Adjustments (IEA) provisions awarded for all assessments when taking deferred assessments. Please see [here](#) for information regarding applying for Individual Exam Adjustments or an Inclusion Plan.
9. Students who apply for deferral are not eligible to subsequently apply for Repeat Teaching for the deferred courses.
10. Students may defer any assessment or component of assessment appropriate to their individual circumstance and must state on the deferral form each component of assessment they are seeking to defer.
11. If less than all components of assessment within a course are deferred, the student will be expected to attempt and complete all other components in accordance with published deadlines.
12. Students will normally be allowed a maximum of 2 deferrals per assessment. In certain circumstances it may be possible to allow an exceptional third deferral with further approval from the School.

Timing of the Deferral Assessment

12. Students who defer a component or all assessment components for a course(s) will normally submit the assessment or sit the exam at the first opportunity. This will normally be when the course runs again the following year.

Procedure

13. Students must complete the deferral form, indicate their reasons for applying for a deferral and attach supporting evidence in accordance with the standards of evidence table.
14. Students must discuss their completed application form with their Academic Mentor and subsequently gain the approval of the Chair of the Sub-Board of Examiners for their degree programme. The Chair must sign the form to provide their approval as soon as possible upon receipt. Deferral requests by other means, including a verbal request to a course leader, will not be processed or authorised;
15. Students must submit the completed deferral request form, including the Chair of the Sub-Board's approval, to the Student Services Centre Student Counter.
16. Students will be sent an e-mail to their LSE account confirming the School's decision once the fully completed form and accompanying evidence has been processed.
17. Students who defer assessments will automatically be re-entered to complete the assessment by the end of the following academic year

18. If a deferral request is rejected, students may try to obtain further evidence and submit this with an Exceptional Circumstances form once the assessment has taken place.

Format of the Deferral Assessment

19. Students will be assessed under the syllabus of the original assessment, normally utilising the same format as the original assessment or assessments for the course.
20. Deferral assessments will be as rigorous as the original assessment, and measure the same learning outcomes and breadth of subject matter.
21. Where it is not possible to exactly replicate the original format of assessment in cases of a deferral e.g. a group project, an alternative method of assessment can be set with the agreement of the External Examiner. The alternative assessment will be as rigorous as the first assessment.

Exceptional Circumstances with a Deferred Attempt

22. A student may be permitted to defer up to a maximum of 1.0 unit worth of courses and progress in to the next year of study. Students must then successfully pass the deferred assessments in the following year and meet the progression requirements before they will be permitted to progress to the following year of study or be considered for an award.
23. If a student experiences further exceptional circumstances in relation to their deferral attempt, they must submit a new EC form. Multiple requests submitted in relation to the same exceptional circumstances are unlikely to be accepted if they do not meet the criteria of being sudden, unexpected, and beyond the student's control. Students with chronic or longer-term medical conditions must contact the Student Disability and Wellbeing service as soon as possible so that LSE can put reasonable adjustments in place to support study and assessments.