

Deferral of Assessment 2015/16 to 2016/17



Instructions for students wishing to defer assessment of a Postgraduate Course due to Extenuating Circumstances.

1. DEFERRALS OF ASSESSMENTS

Postgraduate Taught students may apply to the Sub-Board of Examiners in their Department for permission to defer any part of the **assessment** for a course or courses on grounds of illness or other acceptable causes (for part-time students, work commitments may be considered as an appropriate reason for deferral). If approved, such a candidate will not be regarded as having made an attempt at the course assessment on that occasion and will be expected to complete the assessment in the following Academic Year. A student may be granted deferrals for one year, on up to two occasions.

In order to apply for a deferral, a student must complete the Deferral of Assessment Form and submit this with sufficient accompanying evidence to the Chair of Sub-Board in their Department(s) for their approval.

It is the student's responsibility to consult with the Department(s) involved to ensure that the proposed deferral of assessment of examinations or coursework is both practicable and permissible, and that they are familiar with the content of the course(s) and any changes in the course requirements.

If a student's department offer summer resit examinations: - It may be possible for a student to defer to the current academic years summer vacation assessment period instead of the next academic year. In 2015/16 the College summer vacation assessment period will take place from **Tuesday 23rd August** to **Friday 2nd September**. Students should consult their department/school to confirm whether this is an option that is available to them.

If assessments are deferred to the next academic year: – The 2016/17 College written examinations are due to take place from **Tuesday 25th April** to **Friday 26th May 2017**. If you are deferring an Examination component of a course you will be required to attend the appropriate Examinations on campus during this period. If you have a medical condition or disability, which might require individual examination arrangements, please contact the [Disability and Dyslexia Services](#) as soon as possible in the new Academic Year so arrangements can be made.

2. COMPLETING THE DEFERRAL FORM

If you wish to apply to defer assessment you must complete **Section A** of the Deferral of Assessment Form Students using block capitals. Please ensure that all sections are completed fully and in the course section the Course Code and Title are listed correctly.

As part of the deferral you must agree to pay a deferral fee (further information below) and enrol as a student of Royal Holloway for a further Academic Year.

Once you are satisfied that you have completed Section A of the form correctly, please sign and date the form and submit the form to your Department for consideration. If the request is approved by the Sub-Board of Examiners they will complete Section B.

Your Department may then ask you to submit the form yourself to Student Administration or they may prefer to return the form directly to Student Administration.

Student Administration will confirm receipt of the approved Deferral of Assessment Form. However, please note that deferral requests cannot be processed on the Student Record System until the relevant College Board of Examiners has approved the results for the current Academic Year. Therefore, you may not be able to complete enrolment and pay the deferral fee for the new Academic Year until the autumn, when the College Boards meet.

Please note it is essential that you ensure we have correct address information for you at all points in the year. Please make sure you continue to have access to the Campus Connect portal and use this to update your 'Personal' or 'Forwarding' address if they change. The College will also use your college email to contact you so please check this on a regular basis.

3. DEFERRAL FEES

The fees for Postgraduate Taught students to defer examinations until the 2015/16 session, while not in attendance at the College, are as follows:

<i>Deferral of course element(s), assessment only, per course</i>	<i>£145</i>
<i>Maximum fee for multiple deferrals of course elements</i>	<i>£400</i>

Deferral fees will be billed to student's accounts at the beginning of the new Academic Year, once the College Board of Examiners has approved the results for the current Academic Year. If a student applies for a deferral after the commencement of the new Academic Year, payment should be made within three weeks of submitting the form.

Please note that payment must be received and failure to do so could result in you not being entered for the assessments.

Methods for paying fees:

- The preferred and quickest method is online at www.rhul.ac.uk/epay

Epay is a secure online card payment facility, accessible world wide. EPAY will generate an instant transaction receipt for you.
Please retain this receipt.

- If for any reason you cannot pay by the above method please email student-fees@royalholloway.ac.uk to discuss alternative methods of payment or go to <https://www.royalholloway.ac.uk/ecampus/finance/feepayments/home.aspx>
- **ALL** fees must be paid in £ sterling

4. STUDENT ADMINISTRATION & ENQUIRIES

If you have any further questions regarding deferrals of assessment please contact us:

E-mail: student-enquiries@royalholloway.ac.uk

Telephone: 01784 276641

Website:-

<https://www.royalholloway.ac.uk/ecampus/student-services-centre/home.aspx>

In person: At the Student Services Centre in the Windsor Building. Open weekdays from 10:00am to 6:00pm