

## Final Assessment Deferral / Sickness Claim

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Claim: \_\_\_/\_\_\_/\_\_\_

UNIT: \_\_\_\_\_ UNIT CODE: \_\_\_\_\_ COURSE: Diploma

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**APPLICATIONS FOR SICKNESS CLAIM MUST BE SUBMITTED WITHIN 2 DAYS OF THE FINAL ASSESSMENT**

An Final Assessment Deferral or Sickness Claim will only be considered with written evidence (EG: Medical Certificate) to support the claim. Please describe details below and attach appropriate evidence.

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- Approval for Deferred Final Assessment is not automatic – each application will be individually assessed.
- All applicants will be advised of the outcome of this application as quickly as possible. It is the responsibility of each applicant to check emails and/or contact ECC Welcome Centre **daily** to determine if his or her application is successful.
- If successful, it is **the applicant's responsibility to check the time, date and location** of the Deferred Final Assessment. No further examinations will be arranged until the end of the new trimester.
- If this unit(s) is your final unit required for graduation, the delay caused by this Final Assessment may result in ECU's refusal to accept you if you fail to meet their cut-off date for enrolment.
- Students who sit Deferred Final Assessment are required **to re-enrol and pay fees before the start of the new trimester.** If there are any adjustments to be made, fees can be amended or refunded as required.

I have read and understood the conditions of this application.

Student signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**OFFICE USE ONLY:**

Approved by: \_\_\_\_\_ Database adjustment \_\_\_\_\_  
Board of Examiners SAS (Systems Administrator)

Did student attend the final assessment(s) Yes  No

Notes:

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### ECC DEFERRED FINAL ASSESSMENT POLICY – INFORMATION FOR STUDENTS

1. Deferred final assessments are conducted at the discretion of ECC and only as a consequence of serious illness or personal circumstances that have the potential to impinge significantly on final assessment performance.
2. Applications for deferred final assessment must be received with supporting documentation (medical certificates etc) no later than 48 hours after the date of the final assessment. The fact that you make an application does not guarantee approval.  
  
Where a medical certificate is submitted, it must be a medical certificate from a registered practicing doctor (as defined under the *Medical Act 1894*) or a hospital certificate.
3. Deferred final assessment approvals are not automatic. All applications are referred to the Academic Board of Examiners and applicants will be notified by email as quickly as possible.
4. Deferred final assessments are held on the first Friday after exam week to ensure that graduating students are able to finalise their results in time for ECU enrolment dates.

#### **IMPORTANT NOTE:**

**If this is your final unit(s) required for graduation, delays caused by this Deferred Final Assessment may result in ECU's refusal to accept you, if you fail to meet their closing date for enrolment.**

**ECC takes no responsibility if ECU (or your ongoing Institution) refuses to enrol you because you failed to notify them of pending results.**

**For more information, please contact ECC Student and Academic Services**