DEFERRAL OF ASSESSMENT POLICY

Version	4.1 for approval
Effective date	On approval
Date for review	November 2027
Policy owner	Head of Quality
Reference points	Current NHAM Exceptional Circumstances Policy; BIMM Exceptional Circumstances Policy August 2026; applicable BIMM academic regulations and Board appeals procedure; approved partner delegation.
Audience/handling notes	Academic, Staff, Students, External
Dissemination and implementation plan	This Deferral of Assessment policy will be published on the NHAM website, staff and student portals for reference by students and in the student handbook. Lecturers will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Programme Leader will be responsible for the dissemination of the policy and procedures to academic staff; the Academy Manager will be responsible for training support staff on extenuating circumstances for those involved in pastoral or personal tutoring. Records of Deferral of Assessment applications will be kept securely by the Academy Manager.
Linked Policies, Procedures and Forms	Assessment (Policy), Extenuating Circumstances (Policy), Student Handbook, Disability Disclosure (Policy), Engagement & Attendance (Policy), Equity Diversity & Inclusion (Policy), Extenuating Circumstances Form.
Date approved	Pending approval

1 Introduction

This NHAM policy explains how a deferred or uncapped assessment opportunity is administered for the CertHE. Requests use the Exceptional Circumstances process and the applicable BIMM assessment rules. There is one mitigation application route and one set of evidence deadlines.

Student Services receives and records requests. A trained authorised NHAM decision-maker considers routine claims under the approved delegation. The Head of Quality refers a decision requiring BIMM or Assessment Board authority.

2 Purpose

Enable a fair alternative opportunity where accepted circumstances prevent assessment or materially impair performance. Give a clear written decision and manageable assessment plan while maintaining the approved learning outcomes. Discuss reasonable adjustments and ongoing support alongside mitigation.

3 Deferral of Assessment

Submit one mitigation application per affected assessment from seven calendar days before to seven calendar days after its deadline. Send relevant evidence with the application or within 14 calendar days after applying. Explain promptly if serious circumstances prevented applying or obtaining evidence in time.

An approved remedy may be a seven-day extension, an uncapped retrieval or an impairment

remedy under Exceptional Circumstances. The decision records the affected assessment, attempt status, approved format, new deadline and responsible staff. A pending application does not automatically change the deadline.

Uncapped retrieval deadlines will normally be two weeks from approval, with up to six weeks where appropriate and within the applicable academic calendar. A later or non-standard arrangement needs the proper approval. Check whether a group task requires an approved individual alternative.

An uncapped attempt following mitigation and an ordinary retrieval after failure have different purposes. Do not apply an automatic 40% cap or grant another attempt outside the relevant BIMM regulation and Board authority. A module or level repeat and its fees or attendance require a formal approved decision.

Explain any curriculum, resource or timetable change before arranging a delayed assessment. Where continuing deferral is unsuitable, discuss support or an approved interruption with the student and the partner. Do not treat repeated health difficulty as automatic misconduct or withdrawal.

4 Appeals

For a mitigation decision, the appeal period is 15 working days under Exceptional Circumstances, through the route in the decision letter. Explain grounds, independent consideration and any BIMM review.

An appeal against a later Assessment Board outcome follows the applicable Board appeal procedure and Operations Handbook. The September 2026 BIMM procedure normally allows 15 working days for ordinary Board outcomes and five working days for Retrieval Board outcomes. Do not confuse those deadlines with the mitigation appeal.

5 Procedures

Student Services acknowledges and logs the application, identifies missing relevant information and offers accessible support. Evidence should address the period and impact of the event and be proportionate. Accept reliable alternatives where a rigid evidence requirement would be unreasonable.

Aim to decide within ten working days after all necessary evidence is received. If additional evidence is needed, give reasons and a deadline, normally 14 calendar days. Issue an acceptance, rejection or further-information outcome with reasons and the relevant appeal route.

Where approved, the Course Leader and assessment administrator arrange the approved task, submission access and feedback. Confirm the arrangement to the student in writing and reconcile the assessment record supplied to BIMM. Preserve evidence of authorisation.

Keep medical evidence restricted and share only what is necessary to implement the assessment arrangement. An assessment calendar or support plan should not reproduce detailed clinical material.

6 Enforcement Monitoring and Review

Review outstanding assessments and cumulative deadlines with the student. Check the accessibility and feasibility of the plan, follow up non-submission through support and apply the relevant assessment rules.

The Education Committee monitors de-identified numbers, decisions, timeliness and outcomes, checks consistency with Exceptional Circumstances and updates forms and handbooks together. Review annually or after a relevant partner change.