

SWMTC Policy on deferred and referred assessments September 2007

This policy refers only to SWMTC modules which are not formally accredited by the University of Exeter – modules accredited by HE institutions are dealt with under the policy of that institution.

Definitions of terms:

A **referral** arises when the initial assessment for the module is adjudged a fail, but the Board of Studies gives the student a chance to submit further work, to an assignment pattern and deadline agreed by the Board, in order that the module may be passed.

A **deferral** arises when the summative assessment for a module is not completed by the stipulated deadline, but circumstances suggest that the student should be allowed to submit the missing work to a later deadline.

Referrals and deferrals are dealt with by the reserved section of the SWMTC Board of Studies. Advice may be sought from representatives of partner HE institutions as to the student's completion record on other modules.

Policy on referrals: It should be noted that in most SWMTC modules every element of the summative assessment must be passed for the module to be passed. The Board of Studies may, exceptionally, on the advice of the Core Staff, waive this requirement.

It should also be noted that failure in a module taken as part of a process of sponsored training for recognised public ministry is a serious matter, and the right to submit a referred assessment is not automatic. The Board may consider advice from the Core Staff of SWMTC, and through them from the student's sponsoring church, before agreeing to a referral. Normally SWMTC assignments are completed by the time of the June Board of Studies, and any referral would normally be marked in time for the September Board.

Policy on deferrals: It is recognised that the pressures on ministerial trainees from their home life and the circumstances of their employment, as well as problems of health and disability, may well cause students to fail to meet deadlines for assessed work.

However, the portfolios of work for Ministry Development Module I-III must be completed by the published deadline to permit proper reporting on the ordinand's progress, and to allow the ordinand to progress to the next stage of training. Deferrals will be granted by the June Board of Studies from these modules only in exceptional circumstances.

In all cases where a deferral is sought, the Core Staff member responsible for the student must present to the reserved section of the Board of Studies a case

accounting for the student's late submission of work, and assure the Board that there are reasonable grounds for supposing that the student will submit the missing work in time for it to be marked by the next Board.

If a second deferral is sought for the same student in the same module, the Director of Studies must provide a written submission to the reserved section of the Board of Studies giving an account (to the extent that confidentiality permits) of the circumstances leading to the second failure to submit the requisite work, and providing grounds for supposing that the work will be submitted to meet a reasonable deadline that the Board shall set.

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