



# Assessment Variation Guideline

## 1. Introduction to the guideline

This Assessment Variation Guideline is developed as part of the Assessment Policy of The Maldives National University (MNU). These processes are paramount in ensuring the consistency, validity and reliability of the assessment processes at MNU. While such mechanisms are aligned with MNU's mission and vision, they also ensure academic excellence whilst enhancing the quality of Teaching, Learning and Assessment at MNU.

This guideline sets out the circumstances and procedures to be followed when assessment tasks may be adjusted, varied or modified for individual students.

## 2. Adjustments for students in designated groups

- a) Students with a disability or medical condition are eligible for adjustments based on their disability as per MNU's [Supporting Students with Disability Policy](#).
- b) Students who have been accepted to represent the Maldives at an national level (e.g. sports) and who require a variation to their assessment methods or procedure on the basis of their commitments may negotiate variations directly with the relevant Subject Coordinator.
- c)

## 3. Extensions and deferrals – unforeseen or exceptional circumstances

### 3.1. Definition

- a) In this context, ***unforeseen or exceptional circumstances*** are unexpected and serious situations/instances which are beyond the control or prior knowledge of the student and/or for which there was no opportunity to prepare in advance.
- b) Unforeseen or exceptional circumstances may include, but are not limited to, the following:
  - i. Medical emergency - illness of the student or a close relative
  - ii. Family emergency - unanticipated personal family circumstances
- c) Discretionary activities or circumstances within the student's control, e.g., holidays, travel, attendance at family celebrations, sporting events or other foreseeable events, will not constitute grounds for an assessment variation.
- d) Supporting information for unforeseen or exceptional circumstances must be verifiable. For medical emergencies, these include medical documentations (doctors' letter/certificate, etc), and for other instances, valid documentations/evidence must be submitted.

### **3.2. Assessment extensions**

- a) Where a student experiences unforeseen or exceptional circumstances that are reasonably likely to prevent substantial completion of an assessment activity by the due date, the student may apply to the Subject Coordinator AND Lecturer for an extension via the MNU Student Portal.
- b) Requests for extensions must be made prior to the due date for submission unless a sound explanation for the delay in requesting the extension is provided.
- c) Supporting information (e.g., medical certificate) must be provided for an extension request longer than three University business days.
- d) The Subject Coordinator AND Lecturer will consider the request in a timely, fair, transparent and consistent way. Where necessary, they may discuss this at the Academic Review Committee (ARC).
- e) Any extension granted will specify in writing a new due date for submission of the assessment activity, after which the consequences of late submission will apply.
- f) The new due date will be set taking account of the circumstances justifying the granting of the extension, but cannot extend beyond a date which is impracticable in the circumstances, or which is beyond the specified date for the return of feedback on the activity.

### **3.3. Assessment extensions**

- a) A student who is unable to attend or remain for the duration of an assessment that is time and location dependent (e.g., test or examination, Objective Structured Clinical Examination (OSCE), laboratory practical, oral examination, etc.) due to unforeseen or exceptional circumstances may apply to defer the assessment.
- b) Deferred assessment will not be granted on the grounds that a student has mistaken the time or location of an assessment unless the Dean determines otherwise in any particular case.
- c) Applications for deferred assessment must be made through the MNU Student Portal and must be submitted to the Faculty responsible for the module/subject within three University business days of the assessment date.
- d) Where the circumstances prevent the student from applying within this time, requests may be considered at the discretion of the Dean.
- e) The Faculty will notify students of the outcome of their application for deferred assessment no later than five University business days after the receipt of the completed application.
- f) The Subject Coordinator will determine the nature, time and location of the deferred assessment activity. Students will be notified at the earliest possible time.
- g) Centrally administered deferred assessment examinations will be held according to the MNU Academic Calendar.
  - If unforeseen or exceptional circumstances prevent the student from attending or remaining for the duration of a scheduled deferred assessment, the student will be offered the opportunity to demonstrate competence through an alternative assessment prepared by the Subject Coordinator AND Lecturer and approved by the ARC.
  - If unforeseen or exceptional circumstances are demonstrated to persist, the student will be awarded a Withdraw, Not Fail (WD) for the subject/module as soon as possible and no later than six months after the completion of the module/subject.

### **3.4. Review**

A student may request a review of a decision not to award an assessment extension or deferred assessment in accordance with the University policies.

## **4. Late submission**

- a) Where an assessment activity is not submitted by the due date and time, and an extension is not granted, late submission is permitted, subject to the penalties specified in the subject assessment information, e.g., Course handbook, which must be in accordance with the Assessment Policy and Assessment Practice Procedures.
- b) Late submission is not permitted more than **one week** after the due date, or where it is impracticable in the circumstances.

## **5. Supplementary assessment**

- a) Supplementary assessment provides an additional opportunity for a student who has not achieved a passing grade for a subject to demonstrate that they have achieved the learning outcomes of the subject by completing an additional assessment activity.
- b) **Academic grounds:** Where the ARC determines that the nature or conditions of the subject allow for such a supplementary assessment, student will be offered supplementary assessment if they do not achieve a passing grade for a subject provided that they:
  - i. have completed all required assessment activities for the subject
  - ii. have used all opportunities for resubmission, and
  - iii. have passed all non-graded hurdle requirements that apply to the subject.
- c) **Special consideration:** A student may apply to the Dean for an award of supplementary assessment if they do not meet the requirements for an offer of supplementary assessment under b), but only on the grounds that their failure to achieve a passing grade and meet the requirements is due to unforeseen or exceptional circumstances reasonably beyond the student's control or knowledge.
- d) Supplementary assessment will cover the learning outcomes not yet achieved. The type of supplementary assessment activity must be appropriate to the learning outcomes being assessed and will be determined by the Subject Coordinator.
- e) The Faculty will notify students of the offer or award of supplementary assessment, and include the nature, time and location of the assessment activity in the notification.
- f) If the supplementary assessment is a centrally administered examination, it will be held according to the MNU Academic Calendar.
- g) The student's supplementary assessment will be used to determine the final grade for the subject as per Policy on Grading
- h) If a student chooses not to undertake supplementary assessment, the student will be awarded a result of Fail (F).
- i) If unforeseen or exceptional circumstances prevent a student from undertaking or completing a scheduled supplementary assessment, the student will be offered an alternative supplementary assessment prepared by the Subject Coordinator and approved by the ARC/Dean.

- j) If the unforeseen or exceptional circumstances are demonstrated to persist, the student will be awarded a WD for the subjects as soon as possible and no later than six months after the completion of the subject.
- k) A student may request a review of a decision not to award them a supplementary assessment on the basis of unforeseen or exceptional circumstances in accordance with the University policies

## **6. Review of this guideline**

This Guideline shall be reviewed three years after its implementation, and as appropriate.

## **7. Approval and revision dates**

Approved Date: 21<sup>st</sup> December 2025

Revision Date: 1<sup>st</sup> February 2026, Term 1