1. Purpose and Objectives

These procedures are to be used for all processes relating to supplementary assessment.

2. Definitions, Terms, Acronyms

**Deferred examination** – an examination (sat at a specified later date) that may be approved where exceptional circumstances affected attendance on the day of the original examination (such as illness or
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unexpected personal circumstances).

Partial supplementary-exempt course – a course where supplementary assessment may not be available because it is not possible to re-assess some of the minimum learning requirements, for example, those involving peer collaboration and interaction.

Semester - for the purpose of this procedure, semester includes trimesters.

Supplementary assessment – assessment offered after a failing final grade of 3 or N that is designed to provide a second opportunity for a student to demonstrate that they have achieved all the required learning outcomes for a course.

Supplementary examination – supplementary assessment that takes the form of an examination.

Supplementary-exempt course – a course where supplementary assessment is not available under any circumstance because it is judged as academically inappropriate – it is not feasible to reassess the learning outcomes for the course. This may include for example courses involving professional experience, or peer collaboration and interaction, or requiring the demonstration of certain professional capabilities and competencies.

3. Procedures Scope/Coverage

These procedures apply to all undergraduate and postgraduate courses.

4. Procedures Statement

In particular conditions, as specified by section 6 of these procedures, a student may be awarded supplementary assessment only after receiving a failing final grade of 3 or N for a course.

5. Determining Appropriate Supplementary Assessment

5.1 Supplementary assessment may not be available for all courses, or for some of the assessment items for a course because the relevant learning objectives assessed by the course/assessment item cannot be validly reassessed in other ways. For courses which are supplementary-exempt, or partial supplementary-exempt, the course coordinator must identify this clearly in the course profile. This must be based on sound academic judgement and have approval of the associate dean (academic).

Examples:

- Supplementary assessment will not be available in the course because:
  - Assessment is based on the successful development of professional competencies over a 10 week practicum;
  - Assessment is based on the process of a semester-long group project.

- Supplementary assessment will not be available in part of this course because assessment of the practical component is based on the laboratory notebook which records laboratory work undertaken throughout the semester.
5.2 Supplementary assessment can take any form (oral, written, examination etc.) One approach is to set supplementary assessment that tests all learning objectives of the course. Another is to set supplementary assessment that tests specific learning objectives tailored to the individual student and is administered as school-based assessment.

5.3 In determining appropriate supplementary assessment, the course coordinator must consider which learning outcomes have not been met.

5.4 The associate dean (academic) must approve the form of supplementary assessment to ensure that the minimum requirements of the course are met. Where the associate dean (academic) is unavailable or it is not reasonably practicable for them to approve relevant supplementary assessment, the associate dean (academic) may authorise the relevant course coordinator to act in their place.

6. Eligibility and Approval of Supplementary Assessment

6.1 Subject to section 6.2, the associate dean (academic) will only grant supplementary assessment in a course in which supplementary assessment is available and the student gains a grade of 3 (or N subject to clause 6.3 below).

6.2 The associate dean (academic) will grant supplementary assessment to a student for
   a. up to 4 units in each semester (to a maximum of 8 units in an academic year); or
   b. a single course worth more than 4 units in the final semester of a program when a higher grade would complete the program requirements.

6.3 Supplementary assessment on a grade of N will only be awarded where, in the judgement of the associate dean (academic), the student has marginally failed to attain the level of competence required for a passing grade.

6.4 The provisions in clauses 6.1 - 6.3 have precedence over program rules unless the program rules are more generous to students.

7. Application for Supplementary Assessment

7.1 Supplementary assessment is only awarded after the finalisation of the grade for the course.

7.2 All requests for supplementary assessment must be made no later than the end of the fourth (4th) calendar day after release of the final grade for the course in which the supplementary assessment is being requested.

7.3 Requests for supplementary assessment must be submitted through the online facility. This process will be available to all students who are eligible for supplementary assessment.

7.4 Students are notified of the outcome of their request by email. The status and outcome of requests submitted is accessible to students through the online facility.

7.5 Once submitted, a supplementary assessment request cannot be rescinded by the student.
8. Timing of Supplementary Assessment

8.1 Students will be advised in a timely manner of the composition, format and duration of the supplementary assessment.

8.2 Supplementary examinations must be held during the following periods —

   a. for first semester courses – July and August of the same year;
   b. for second semester courses – December of the same year and January of the following year; and
   c. for summer semester courses – the following March.

8.3 Supplementary assessment undertaken other than by examination must be submitted by the end of the period specified in section 8.2.

8.4 Despite section 8.2 and 8.3 —

   • if a supplementary assessment is unable to be held within the period listed in section 8.2, the supplementary assessment must be held no later than 4 weeks after the associate dean (academic) grants a student supplementary assessment;
   • supplementary assessment cannot be deferred;
   • the President of the Academic Board may vary the timing of supplementary assessment for any or all courses, but not for an individual student.

Example —

A student is awarded a supplementary examination after the relevant scheduled supplementary examination period specified in section 8.2 because of late finalisation of their grade following a deferred examination held during that period, or following finalisation an incomplete grade.

9. Finalisation of grades

9.1 Where a student has been granted supplementary assessment and the form of assessment is a written examination held during the University's Deferred and Supplementary examination period, their grade for that course will typically be finalised within —

   i. ten (10) calendar days of the examination date for semester one supplementary examinations;
   ii. twenty-one (21) calendar days of the examination date for semester two supplementary examinations;
   iii. ten (10) calendar days of the examination date for summer semester supplementary examinations.

9.2 Where a student has been granted supplementary assessment and the form of assessment is NOT a written examination held during the University's Deferred and Supplementary examination period, grades will typically be finalised within ten (10) calendar days of the supplementary assessment submission date.

9.3 The grade will be shown on the student record as xSy (with 'x' being the original final grade awarded for the course, and 'y' being the grade achieved following the supplementary assessment). A grade of 4 (or P) is the highest grade that can be awarded in a course where supplementary assessment has been granted.