University Policy on: Supplementary Assessment

Purpose of the policy and summary of issues it addresses:

This policy deals with the circumstances in which opportunities for supplementary assessment may be provided.

Definitions:

In this policy and any associated procedures,

**Academic Board** is the Academic Board of the University and includes its executive committee the Academic Council.

**a result of FC (Failed Component)** is the final result for a unit in which a student has achieved a mark of at least 50 but of which the student has failed a component that must be passed in order to pass the unit.

Policy statement:

1.1(1) **Subject to (2),** To be eligible for supplementary assessment in a unit in which an opportunity for supplementary assessment is available, a student must have obtained a mark of 45 to 49 inclusive in the unit.

(2) If a unit in which an opportunity for supplementary assessment is available is one for which a result of FC (Failed Component) is possible, to be eligible for supplementary assessment a student must have obtained a mark of at least 45 in the unit and a mark of at least 45 in the failed component.

1.2 The unit description and Assessment Mechanism Statement must state whether or not an opportunity for supplementary assessment is available in the unit.

1.3 A faculty may make an opportunity for supplementary assessment available in a Level 1 unit.

1.4 If a student in an undergraduate pass degree course has obtained a mark of 45 to 49 inclusive the relevant requirement(s) in 1.1 in a unit in which they are currently enrolled and it is the only remaining unit that the student must pass in order to complete their course, the relevant Board of Examiners must provide the student with an opportunity for supplementary assessment in the unit, unless the faculty has been granted an exemption by the Academic Board in the case of the unit concerned.

1.5(1) **Subject to (2),** A faculty may provide an opportunity for supplementary assessment to a student who has obtained a mark of at least 40 in an undergraduate unit of any level in which the student is currently enrolled if-

(a) the unit is being offered for the last time; and

(b) no unit with similar content will be available in the next academic year.

(2) If a result of FC (Failed Component) is available for the unit described in (1), a faculty may provide an opportunity for supplementary assessment to a student who has obtained a mark of at least 40 in the unit and a mark of at least 40 in the failed component.
1.6 A faculty may make a case to the Academic Board to provide an opportunity for supplementary assessment in a unit other than those described in 1.3, 1.4 and 1.5.

1.7 If an opportunity for supplementary assessment is available in a unit for which there is an examination,

(a) the supplementary assessment is normally available in relation to the initial examination and to a deferred examination unless it is not feasible to offer such opportunity in relation to the deferred examination because of logistical limitations; and

(b) the format of the supplementary assessment may differ from that of the initial examination.

1.8 Work for supplementary assessment in a unit must be completed in a venue on the campus on which the initial assessment in the unit took place, unless the Registrar, after receiving advice from the faculty concerned, authorises otherwise in recognition of extreme mitigating circumstances.

1.9 The final result for a unit in which a student has completed work for supplementary assessment is either passed supplementary (PS), in which case a mark equivalent to the minimum pass mark for a unit is recorded, or failed supplementary (FS), in which case the original mark