NOTING OF DECISIONS MADE ON FRIDAY 2ND AUGUST 2013 ON ITEMS
CONSIDERED BY WAY OF CIRCULAR TO THE TEACHING AND LEARNING COMMITTEE

1. CENTRE FOR THE ADVANCEMENT OF TEACHING AND LEARNING (CATL) – REPORT ON
TEACHING AND LEARNING WEEK 2013 – FILE REF: F45761

Member’s noted the report from CATL on Teaching and Learning Week 2013.

2. UNIVERSITY POLICY ON SUPPLEMENTARY ASSESSMENT: PROPOSED AMENDMENT - REF
F34996

Members noted that a recent appeal case had brought to light an absence of policy with respect to the
availability of supplementary assessment opportunities in units in which an FC result (Failed Component)
was possible. It was further noted that a small number of units included a particular component that a
student must pass in order to pass the unit overall, for example a portfolio component in a design unit or a
laboratory component in a science unit. For these units, a result of FC (Failed Component) was possible if
the student passed the unit overall but did not pass the component concerned.

In accordance with the University Policy on Supplementary Assessment, faculties may make a case to the
Academic Council to provide an opportunity for supplementary assessment in cases other than those set out
in the Policy.

The Academic Secretary had reviewed this Policy, in liaison with Faculty Sub-Deans and Senior Student
Advisers, and advised that there was support to change the Policy to clarify that, for units in which a result of
FC was available, a mark of at least 45 must be obtained in the essential component in addition to a mark of
at least 45 in the unit overall in order for supplementary assessment to be offered.

Faculties would have discretion to lower the required minimum component mark to 40 in cases described in
Clause 1.5 of the Policy.

Members had before them the relevant draft changes to the University Policy on Supplementary Assessment
and it was

RESOLVED – 11
that the Teaching and Learning Committee endorse the proposed amendments to the University Policy on
Supplementary Assessment to take account of the Failed Component (FC) result and refer the amended
Policy (Attachment A) to the Academic Council for approval.

3. NEXT MEETING
It was noted that the next meeting of the Teaching and Learning Committee would be held on Thursday, 5th
September 2013 at 2.00pm in the Senate Room, with a cut-off date of Thursday, 22nd August 2013 for
submission of items for the Committee’s agenda. Items should be referred to the Executive Officer, Ms Sue
Smurthwaite (sue.smurthwaite@uwa.edu.au).
### University Policy Cover Sheet

This cover sheet must be completed and attached to all categories of policies as defined below.

### SECTION 1 – TO BE COMPLETED BY THE POLICY PROPOSER

#### Complete ALL of this section:

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Supplementary Assessment</th>
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<tbody>
<tr>
<td>Trim File Reference:</td>
<td>F34996</td>
</tr>
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</table>

**Tick the relevant** □ **below:**

- [X] A new policy (complete Part A)
- [□] Revision to an existing policy (complete Part B)
- [□] Replacing an existing rule (complete Part C)
- [□] A reformatted approved policy (complete Part D)

**Should the drafting of the policy involve consultation?** If yes, provide details of proposed consultation.

- Yes – Faculties

**Identify the Committees that this Policy needs to be presented for consideration, endorsement or approval**

- Teaching and Learning Committee
- Academic Council

**Proposed time-line for approval process via the Committee system.**

- August/September 2013

All University Policies must be submitted on the University Policies template and instructions are available on the web at: [http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template](http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template)

#### Complete ONE of the parts below:

**PART A – for a new policy ONLY**

- Provide a brief background to the creation of this policy including reference to the particular committee resolution, if relevant, that provides the mandate for its creation

- List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy

- Provide a list of issues that the drafter should consider when developing a first draft of the new policy

- Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy

<table>
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<tr>
<th>Date first draft required</th>
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**PART B – for a revision of an existing policy ONLY**

- State title of the existing policy and provide the appropriate web-link and policy number (as allocated on the University’s Policies website)

<table>
<thead>
<tr>
<th>University Policy on Supplementary Assessment</th>
<th>UP11/2</th>
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- Provide a brief background and the particular committee resolution, where relevant, that provides the mandate for its revision.

- A recent appeal case had brought to light an absence of policy with respect to the availability of supplementary assessment opportunities in units in which an FC result (Failed Component) was possible.

- List and/or provide links of relevant papers, or sections therein that provide detailed context for the revision

- Provide a list of issues that the drafter should consider when developing a first draft of the new policy

| Academic Secretary
| Faculty Sub-Deans
<table>
<thead>
<tr>
<th>Faculty Senior Student Advisers</th>
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- Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy

<table>
<thead>
<tr>
<th>Ms Sylvia Lang, Academic Secretary</th>
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<th>August 2013</th>
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**PART C – for a policy that is replacing an existing rule ONLY**

- State rule number(s)

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**Date first draft required**

| August 2013 |
PART D – for an approved policy that has been reformatted into the required University Policies template ONLY

**Note 1:** The approved policy must be formally approved and be available on the University Policies website.**

**Note 2:** The reformatting includes changes only to title, layout, introductory purpose statement, BUT NO CHANGE TO CONTENT OF POLICY.

**Note 3:** Once re-formatted, the policy will need to be reloaded onto the University Policies website [http://www.universitypolicies.uwa.edu.au/page/117111](http://www.universitypolicies.uwa.edu.au/page/117111) with the existing policy number.

**Note 4:** Please complete the table below and forward the following documents electronically to Ms Lidia Cuoco, Administrative Officer, Academic Policy Services – Email: lidia.cuoco@uwa.edu.au:

- Completed University Policy cover sheet
- Copy of the reformatted University Policy on the University Policies template

Academic Policy Services will, as part of the New Courses 2012 Policies Project, upload reformatted academic policies as an interim measure. With effect from 2012, reformatted policies will, as is normally the case, need to be uploaded by the administrative division responsible for the policy.

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<th>State</th>
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<tbody>
<tr>
<td>● title of existing policy / guidelines;</td>
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<tr>
<td>● University Policy Number; and</td>
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<td>● web-link</td>
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Date reformatting finalised and sent to Academic Policy Services

**SECTION 2 – TO BE COMPLETED BY THE POLICY DRAFTER AND SUBSEQUENT OFFICERS IN THE FORMAL APPROVAL PROCESS:**

**DOCUMENT MODIFICATION HISTORY**

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<tr>
<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
<th>Description of Version</th>
<th>Date Completed</th>
<th>Provided To</th>
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<td>0.1</td>
<td>Ms Sylvia Lang, Academic Secretary</td>
<td>Draft amendments to include FC results</td>
<td>2 August 2013</td>
<td>Teaching and Learning Committee – endorsed R11/13 Academic Council</td>
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<td></td>
<td></td>
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<td>7 August 2013</td>
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**DOCUMENT APPROVAL**

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<th>Resolution Number (if applicable)</th>
<th>Date</th>
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If you have any queries regarding this cover sheet, or the University’s Policy and use of a template for University Policies, please contact Ms Sylvia Lang, Academic Secretary, Academic Policy Services – Email: sylvia.lang@uwa.edu.au, extension 2457

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1A University Policy can only be approved by the Senate, Academic Board/Council, Vice-Chancellor or other members of the Executive to whom the Vice-Chancellor has delegated responsibility for a particular portfolio. Following this University approved process, University Policies must be promulgated by way of the Universities Policies website [http://www.universitypolicies.uwa.edu.au/page/117111](http://www.universitypolicies.uwa.edu.au/page/117111), which is the University’s definitive source for University-wide policies.
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 **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 **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