

Policy Owner	Academic Director
Contact Officer:	Program Coordinators
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Related Documents:	Appeals Policy Assessment and Moderation Policy Awards and Graduation Policy Progress and Intervention Policy

1. Overview

- 1.1. Supplementary assessment is the formal approval by a Board of Examiners for a student to undertake an additional assessment task in order to provide an opportunity for the student to pass the unit. An 'X' is the interim result.
- 1.2. Approval for supplementary assessment should only be given where the Board of Examiners believes that, taking into account a student's academic record and circumstances, providing the student with a second chance to pass the unit is warranted.
- 1.3. The additional assessment task could be an examination or assignment or other work. It does not need to be a formal examination or cover all material in the unit. The additional assessment task can be any activity that will enable the student to adequately demonstrate achievement of the learning outcomes of the unit.
- 1.4. Approval for supplementary assessment should not be granted simply on the basis of a 'near pass' i.e. a mark close to 50%. If the student has not demonstrated satisfactory achievement of the learning outcomes for the unit and their past academic record warrants the student being given a second chance to demonstrate achievement of the learning outcomes, the student should receive a fail grade and may be given approval for a supplementary assessment.
- 1.5. Other than in exceptional circumstances, approval for supplementary assessment should not be granted where the student has not attempted all required assessment tasks for the unit (including any final examination, if applicable).
- 1.6. A student with a poor academic record or poor results may therefore not warrant approval of a supplementary assessment.
- 1.7. A supplementary assessment may not be possible in all course or all units, if this is the case it shall be noted in the unit outline.
- 1.8. To be awarded a supplementary assessment, the student must have obtained a mark of at least 45 unless exceptional circumstances apply (see Exceptions below).
- 1.9. Generally, supplementary assessment should only be considered for students:
 - who have obtained an overall mark of at least 45 in the unit, and
 - who have obtained a CWA greater than 50 (unless only one unit is attempted in the study period).
 - whose past academic record warrant them being given a second chance to demonstrate achievement of the learning outcomes.
- 1.10. A maximum of two supplementary assessments may be granted to the same student in a program.

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2. Approval by Board of Examiners

- 2.1. Any supplementary assessment must be approved by the Board of Examiners on a case by case basis.

3. Exceptions

- 3.1. In exceptional cases, taking into account the academic record and circumstances of a student, supplementary assessment may be approved by the Board of Examiners where a student has received an overall mark of less than 45.
- 3.2. Supplementary assessments may not be available in other units in other courses and this information must be made explicit in the Unit Outline. If a unit taught at Curtin University does not offer supplementary assessments then the equivalent unit at Curtin College will not offer supplementary assessments.

4. Scheduling of Supplementary Assessment

- 4.1. Supplementary assessments (a supplementary assessment examination or deadline for a supplementary assessment assignment) must be held or completed as soon as practical following the Curtin College Board of Examiners. In most cases the scheduling of a supplementary assessment will be for the Monday of the Orientation week preceding the commencement of the new study period but students must be made aware of variations to this timing that may apply to particular courses and such information to be made readily available in the Unit Outline and on Moodle.
- 4.2. The scheduling of a supplementary assessment may differ with the course if Curtin College supplementary assessments in a particular course need to coincide with Curtin University supplementary assessments' scheduling. In principle the College must provide the supplementary assessment in a time frame that will allow for marking, confirmation of the result to the student, adjustment of academic status and subsequent re-enrolment (or possible termination with right of appeal) of the student. The responsibility is with the student to ensure that they are available to take the supplementary assessment if offered otherwise the offer of a supplementary assessment lapses Advice to Students
- 4.3. Students will be notified of the dates (or week) of supplementary assessment in the unit outline.
- 4.4. It is the responsibility of the Chair of the Board of Examiners (or nominee) to formally advise a student that supplementary assessment has been approved and the arrangements for the supplementary assessment (including, where applicable, the date, time and location of a supplementary assessment examination).
- 4.5. Where approval for supplementary assessment is given by the Chair outside of a Board of Examiners meeting (for example in exceptional circumstances after a student has been given a Fail grade), a lesser period of notice may be given if this is necessary to fit in with pre-arranged schedules. An example would be where a student puts forward a case to be granted approval for supplementary assessment the day before the scheduled date of a supplementary assessment examination. Wherever possible however, 3 working days' notice should be given.

5. Responsibility of Students to Be Available for Supplementary Assessment

- 5.1. It is the responsibility of students to be available to attend or complete the supplementary assessment at the notified time.
- 5.2. A student who commits to other arrangements that prevent him or her from completing a supplementary assessment despite having been notified that he or she needs to be available at that time is not entitled to another opportunity to complete the supplementary assessment (unless in exceptional circumstances) and will forfeit the right to supplementary assessment.

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6. Extension to Normal Timeframe

- 6.1. The Board of Examiners may permit a student to complete a supplementary assessment after the commencement of the next study period but no later than six months from the date of the assessment of the original work.
- 6.2. Where a supplementary assessment goes beyond the start of the next study period, the School should advise the student to consider adjusting their study load accordingly.
- 6.3. Any extension must be approved by the Academic Director (or nominee).

7. Supplementary Assessment Process

- 7.1. Normally, the supplementary assessment shall be of the same duration and format as the original assessment; however Unit Moderators may set any type of assessment provided it is consistent for all students in the same situation in the same unit.

8. Requirement to Pass Supplementary Assessment to Pass Unit

- 8.1. Unless otherwise specifically stated, a student undertaking a supplementary assessment is required to pass the supplementary assessment task in order to receive a pass (PX) result in the relevant unit.
- 8.2. Unless otherwise specified, a pass in the supplementary assessment is a mark of 50% or more.

9. Supplementary Assessment Examinations

- 9.1. Where the supplementary assessment is an examination:
- 9.2. The supplementary assessment examination shall normally be of the same duration and format as the original examination.
- 9.3. The examination paper must be different from the paper sat by other students in the unit in the study period for which supplementary assessment was approved.
- 9.4. Unless the supplementary assessment examination is to be included in the next Examinations period, the College shall be responsible for providing all the required administrative support, appropriate conditions and supervision for a deferred examination.
- 9.5. If the supplementary assessment examination is to be included in the next Examinations period, the Academic Director must notify the Student Administration so that the student can be accommodated in the venue.

10. Recording a Supplementary Assessment

- 10.1. The result of the supplementary assessment should be submitted within three working days of the completion of the assessment. Where a student is granted a supplementary assessment in a unit, the result is recorded as an 'X' (outstanding supplementary assessment)]. For example: X-47.
- 10.2. If a student does not sit for the supplementary assessment, the original mark shall remain the same however the grade will be changed to an F. For example: X-47 to F-47.
- 10.3. If the student passes the supplementary assessment, the original mark shall remain the same however the grade will be changed to PX (pass after supplementary assessment). For example: X-47 to PX-47.
- 10.4. If the student does not pass the supplementary assessment, the original mark shall remain the same however the grade will be changed to FX (fail after supplementary assessment). For example: X-47 to FX-47.

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- 10.5. The natural progression of converting an outstanding supplementary assessment grade to a Pass or Fail grade (ie converting X to PX or FX), means that the percentage mark cannot change. For example, a change from X-47 to 5-50 as an outcome of a supplementary assessment is not possible.

11. Responsibilities of the College and Regular Review of outstanding Supplementary Assessments

- 11.1. A supplementary assessment interim result must be converted to a final result by no later than the end of the subsequent study period in which the student is enrolled or as soon as practicable thereafter.
- 11.2. The Chair of the Board of Examiners is responsible for the regular review of outstanding supplementary assessments that have been granted to ensure that they are all converted to a final result within the required timeframe.

12. Supplementary Assessment or Conceded Pass

- 12.1. Approving supplementary assessment is an alternative to approving a conceded pass.
- 12.2. The circumstances under which supplementary assessment or conceded passes may be approved are similar but the choice of which approach to take will depend on the unit, the student's academic record and his or her point in the course (for example, a conceded pass may be a more appropriate option in the final study period).

13. Administrative procedures

- 13.1. The Academic Director and Program Coordinators will ensure that all Unit Moderators, Unit Controllers and lecturers are made aware of the requirements of this policy. These requirements are documented in the Curtin College/Curtin contract and are re-enforced in staff meetings, staff handbook and newsletters.
- 13.2. This policy is accessible through the Curtin College website at: <http://www.curtincollege.edu.au/policies-curtin> under the Policies and Procedures.
- 13.3. This policy and related procedures will be communicated to staff via email and ongoing staff information sessions. New staff will receive policy information during the induction process.

Version	Last changes:
V1.3 Nov '18	<ul style="list-style-type: none"> • 1.10 Changed to in a program to reflect the Assessment and Moderation policy. • 3.2 Removed as no longer applicable. • Removed reference to the 'Conceded Pass Policy', which was archived •