

# Supplementary Assessment Policy

**Colleges of Business and Technology (WA) Pty Ltd**  
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## Document

<b>Document Name</b>	Supplementary Assessment Policy
<b>Brief Description</b>	This policy outlines Curtin Colleges' process for the granting and administration of Supplementary Assessments.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b> (new format)	14/12/2023

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
29/11/2018	V1.4	Positions titles updated and minor amendments made throughout the document.	Academic Director
14/12/2023	V1.5	Reviewed and updated section 1, 2 and 3, in line with Academic Board recommendations.	Academic Director

## Related Documents

Name	Location
Appeals Policy	Website
Assessment and Moderation Policy	Website and Policy Hub
Awards and Graduation Policy	Website
Progress and Intervention Policy	Website and Policy Hub

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## 1 Overview

- 1.1. Supplementary assessment is the formal approval by a Board of Examiners for a student to undertake an additional assessment task that provides an opportunity for the student to pass the unit. An 'X' is the interim result.
- 1.2. Approval for supplementary assessment will only be given where the Board of Examiners believes that, considering 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 based on 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 failing grade and may be approved 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 supplementary assessment may not be possible in all courses or all units, if this is the case it shall be noted in the Unit Outline.
- 1.7. A student with a poor academic record or poor results may therefore not warrant approval of a supplementary assessment.
- 1.8. 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 attendance in the unit is at least 75% and attendance for the relevant study period is above 80% in the case of Australian campuses and 90% in the case of overseas campuses, and
  - who have not breached Academic Integrity in the relevant study period.

## 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.
- 2.2. A In the case where a final result was not ready at the time of the Board of Examiners meeting (including where grades of X, GNS, or DA have been allocated before or at the Board of Examiners), upon the presentation of a student's final grade for a unit, the Chair of the Board of Examiners has the discretion to award a supplementary assessment outside of the Board of Examiners.

## 3 Exceptions

- 3.1. A maximum of two supplementary assessments may be granted to the same student in a program, although this maximum may be waived by the Board of Examiners in exceptional circumstances.
- 3.2. The Chair of the Board of Examiners, upon a member of the Board making a case in writing for an individual situation and/or where the decision and reasoning is minuted, may relax requirements from 1.8 at their discretion.

- 3.3. Supplementary assessments may not be available in every unit and this information must be made explicit in the Unit Outline.

#### 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 that takes the form of a test, exam, or similar will be administered in the next calendar week after results are released. For courses or units where the timing of such an assessment is likely to differ, students must be made aware of any variations. Such information will be available in the relevant Unit Outline.
- 4.2. The scheduling of a supplementary assessment may differ for a unit or course if the supplementary assessments need to coincide with the scheduling of supplementary assessments at Curtin University. 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.
- 4.3. Where a supplementary assessment is due by or scheduled for a specific time that aligns with a date in the week after results are released or as specified in the relevant Unit Outline, the responsibility is with the student to ensure that they are available to take the supplementary assessment.
- 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 approved supplementary assessment the day before the scheduled date of a supplementary assessment examination. However, wherever possible, three 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 them 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 the supplementary assessment.

#### 6 Extension to Normal Timeframe

- 6.1. A student may be permitted 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 relevant Program Manager (or nominee) 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 Requirement to Pass Supplementary Assessment to Pass Unit

- 7.1. 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.
- 7.2. Unless otherwise specified, a pass in the supplementary assessment is a mark of 50% or more.

## 8 Supplementary Assessment Examination

- 8.1. Where the supplementary assessment is an examination:
  - 8.1.1. The supplementary assessment examination shall normally be of the same duration and format as the original examination.
  - 8.1.2. 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.
  - 8.1.3. 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.
  - 8.1.4. If the supplementary assessment examination is to be included in the next Examinations period, the Academic Director (or nominee) must notify the Student Administration so that the student can be accommodated in the venue.

## 9 Recording a Supplementary Assessment

- 9.1. The result of the supplementary assessment should be submitted within one week 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.
- 9.2. 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.
- 9.3. 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.
- 9.4. 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.
- 9.5. 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.

## 10 Responsibilities

### 10.1. Responsibilities of the College and Regular Review of Outstanding Supplementary Assessments

- 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.
- The Chair of the Board of Examiners (or nominee) 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.

### 11.1. Administrative Responsibilities

- The Academic Director and Program Managers will ensure that all Unit Coordinators and teachers are made aware of the requirements of this policy.
- The Academic Director and Program Managers will ensure new staff will receive policy information during the induction process.

### 11 Definitions

Refer to the Glossary of Policy Terms on the Curtin College website.

### 12 Review

This Policy is tested and reviewed by the Program Managers and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

### 13 Records Management

All records in relation to this document will be managed as follows:

<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	Academic Director	Shared Drive & Policy Hub	A two-yearly review will determine if version is archived and replaced or remains in place until next scheduled review and/or regulatory change	Removed to archive library in shared drive/Policy HUB