

P16: SUPPLEMENTARY ASSESSMENT

Overseer: PBC Dean of Academics and Research

Approval Authority: PBC Academic Council

Review Schedule: 3 yearly Next Review Due: Aug 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
30/04/2013	Policy amendment	Changes to policy in relation to non-submissions.	Adam Niven
07/03/14	Admin	Faculty Board replaced with Teaching and Learning Committee	Adam Niven
09/06/17	Scheduled		T&L, Peter Elliott

1. Conditions for Supplementary Assessment

- 1.1. Supplementary assessment applies when a student has failed an examination. All other failed assessments are dealt with under P12 GRADING ASSESSMENT ITEMS.
- 1.2. When a failed examination results in the student failing the unit overall, it is the responsibility of the lecturer to immediately contact the student to communicate this, and to offer a supplementary examination.
- 1.3. Other students who have failed the examination, but not the overall unit need not be offered a supplementary examination.

2. Student Transcripts

- 2.1. All students who are granted permission to complete a unit via supplementary assessment will receive an initial grade of IC (incomplete) on their end of semester transcript and shall be provided with a copy of the Incomplete Units Policy outlining their requirements to complete the unit.

3. Setting of Supplementary Assessment Items

- 3.1. The lecturer will communicate with the student any necessary information regarding the supplementary examination, and a time-frame in which the exam must be undertaken.
- 3.2. It is then the responsibility of the student to arrange with College office staff to sit this exam. It is the responsibility of the office staff to follow through on this.
- 3.3. The student may request an alteration to the timing of the supplementary exam if necessary, but it should not go beyond the timeframe agreed in 3.1.
- 3.4. If the student does not turn up to sit the exam at the arranged time and does not provide an adequate reason, the original fail grade will stand.

4. Grading of Supplementary Assessment

- 4.1. Supplementary examinations shall be marked no higher than 50%.
- 4.2. Students whose mark on the supplementary exam is lower than the original mark retain the higher mark.
- 4.3. Lecturers are responsible for grading the supplementary examination as soon as possible, and communicating the result to the College office so that the student's transcript can be revised.