

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	009	Policy Database Document Reference Number 112009P

SUPPLEMENTARY ASSESSMENT POLICY

Purpose/ objectives	Supplementary assessment facilitates student progression and course completion in studies undertaken by coursework by recognising the importance significant assessment items have on the aggregate mark for a subject in a defined period.
Scope/ Application	<ul style="list-style-type: none"> • All students enrolled in undergraduate and postgraduate coursework subjects of the University for both award and non-award courses <u>except</u> students enrolled in postgraduate research courses. • All campuses
Policy Statement	<p>Eligible students will be granted supplementary assessment in any failed subject when the prescribed conditions in the procedures are met.</p> <p>Supplementary assessment must be comparable in standard with the initial assessment for a subject, or at least a major segment of it.</p> <p>Supplementary assessment may be denied:</p> <ul style="list-style-type: none"> • for students who fail to complete assessment for a subject; • where it is impractical to provide it; for example where a student may be undertaking a practical course or being assessed on tutorial performance.
Supporting Procedures	Supplementary Assessment Procedures
Responsibility for implementation	<p>Heads of Schools</p> <p>Academic Staff</p>
Responsibility for monitoring implementation and compliance	Director, Academic Services
Status	<p>Revised format. Revised Content Academic Board 19 March 2008.</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
Key stakeholders	<ul style="list-style-type: none"> • Director, Academic Services • Deputy Vice-Chancellor • Academic Board • Deans of Faculties • Heads of Schools
Approval Body	Academic Board - 19 March 2008 (AB08/32)

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Initiating Body or person(s)	Curriculum, Teaching and Learning Committee
Definitions	<p>Award Course: A course of studies that leads to an award as outlined in the Australian Qualifications Framework and listed within La Trobe University's regulations or Qualifications Policy.</p> <p>Non-Award Course: A course of study that does not lead to an award. For example: miscellaneous students, exchange-in or cross-institutional in students.</p> <p>Postgraduate Coursework Student: A student undertaking a postgraduate course which includes less than two thirds of its work in research activity and is made up essentially of assigned work which may be a mix of postgraduate and undergraduate subjects and may include some minor thesis requirement.</p>
Related legislation	<p>La Trobe University Act</p> <p>Regulation 19.1 Academic Progress of Students</p> <p>Regulation 21.4 Masters Degree by Coursework</p> <p>Regulation 21.6 Graduate and Postgraduate Diplomas</p> <p>Regulation 21.7 Graduate and Postgraduate Certificates</p> <p>Regulation 21.8 Bachelor Degrees</p> <p>Regulation 21.10 Diplomas and Advanced Diplomas</p> <p>Regulation 21.12 Examinations and Assessment</p>
Related Policy and other documents	<p>Qualifications Policy</p> <p>Academic Progress Monitoring and Intervention Policy</p> <p>Conceded Passes Policy</p> <p>Special Consideration Policy</p> <p>Privacy Policy</p>
Date Effective	19 March 2008
Next Review Date	March 2011
Keywords	Supplementary, assessment, practical, coursework, students.
Owner/Sponsor	Director, Academic Services.
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