

DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	010	

SUPPLEMENTARY ASSESSMENT PROCEDURES

Parent Policy Title	Supplementary Assessment Policy																						
Associated Documents	Qualifications Policy																						
Preamble	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.																						
General	These procedures apply to all undergraduate and postgraduate coursework subjects of the University for both award and non-award courses but <u>do not apply</u> to students enrolled in postgraduate research courses.																						
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1. Supplementary assessment conditions	<p>An eligible student shall be granted supplementary assessment in any failed subject for which:</p> <ul style="list-style-type: none"> • a mark of 47 per cent or more has been obtained; and • a single piece of work or assessment is worth more than 50 per cent of the assessment in the subject. <p>Upon successful completion of supplementary assessment, the final mark awarded shall be 50 per cent (50D).</p>																						

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	<p>Supplementary assessment shall not be awarded where:</p> <ul style="list-style-type: none"> • less than 47 per cent is obtained in a subject; or • where all assessment items are worth 50 per cent or less of the total assessment in the subject. <p>An eligible student who has obtained 50 per cent or more in a subject but who has failed to meet a compulsory (hurdle) requirement shall be offered supplementary assessment in order to meet this requirement, unless it is impractical to provide this assessment.</p> <p>Supplementary assessment cannot be applied retrospectively to subjects failed in a previous progression period.</p> <p>Where an eligible student fails to complete all the assessable work required in a subject, the total of the assessment is the final mark. This may or may not meet the eligibility requirement for supplementary assessment. The mark will remain unchanged by the Faculty on the chief examiners' report.</p> <p>A Faculty is not obliged to allow the acceptance of work which remains outstanding or to allow the resubmission of previous work.</p> <p>A subject co-ordinator (with Head of School authority) can assess that special examination will be granted instead of supplementary assessment and endorse the student not presenting for supplementary assessment (refer to Special Consideration Policy and Procedures).</p>
2. SAA, SAE and SAH grades	<p>Three grades are used for the different types of supplementary assessment:</p> <ul style="list-style-type: none"> • a grade of SAA denotes supplementary assessment within a Faculty; and • a grade of SAE denotes supplementary assessment by centrally conducted examination; • a grade of SAH denotes supplementary assessment granted on the basis that a mark of 50 per cent or greater has been obtained but a compulsory (hurdle) requirement has been failed. SAH is granted by a subject examiner before an Examiners' meeting.
3. Failed supplementary assessment	<p>Where supplementary assessment is failed by an eligible student, the original mark stands.</p>
4. Subjects with a compulsory hurdle requirement	<p>Any hurdle requirements must be notified in the Course Handbook and in Subject Outlines.</p> <p>Where an eligible student has</p> <ul style="list-style-type: none"> • achieved a pass mark but failed a compulsory (hurdle) requirement, and • the supplementary assessment is passed,

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	<p>the maximum mark possible is the original mark achieved by the student (this may be between 50% and 100%)</p> <p>An improvement in the original mark is not awarded. If the supplementary assessment is failed and no mark given, a grade of N is granted.</p> <p>An eligible student awarded supplementary assessment on the basis of failure to meet a hurdle requirement should be given a mark and a grade of SAH.</p> <p>Where an eligible student fails to meet a hurdle requirement and it is impractical to give supplementary assessment, the student should be given no mark and a grade of N.</p> <p>Examples include tutorial attendance and clinical placements in some instances. However, where it can be arranged, a student should be given the opportunity to complete additional clinical placement work.</p> <p>An eligible student who fails to present for a supplementary hurdle assessment or who fails to pass it should be given no mark and a grade of N.</p>															
5. Notices and advice to students	<p>Eligible students shall be given a minimum of one (1) week's notice which must include details of the assessment.</p> <p>Staff advising students should exercise caution in recommending that students discontinue subjects. Cases where medical or personal problems are involved may justify an application for special consideration – see Special Consideration Policy.</p>															
6. Timing for supplementary assessment	<p>In normal circumstances, supplementary assessment should be held at the end of a Progression Period or the Teaching Period in which the subject is undertaken. In the case of a Progression Period supplementary assessment must be finalised (examinations conducted and results recorded in the Student System) no more than five (5) working-days following the week in which central supplementary and special examinations conclude.</p> <p>This will normally prevent the offer of supplementary assessment following a special examination for a subject – see Special Consideration Policy.</p> <p>The time frame for centrally conducted supplementary and special assessment will normally be scheduled for both Progression Periods as shown below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Activity</th> <th style="text-align: center;">Progression Period 1 Indicative Timing</th> <th style="text-align: center;">Progression Period 2 Indicative Timing</th> </tr> </thead> <tbody> <tr> <td>Release of results to students</td> <td>Mid-July</td> <td>Mid-December</td> </tr> <tr> <td>Provide details to Examinations Unit</td> <td>Mid-July</td> <td>Mid-December</td> </tr> <tr> <td>Notify students of supplementary/special assessment</td> <td>Third week of July</td> <td>Third week of December</td> </tr> <tr> <td>Conduct supplementary/special assessment</td> <td>Last week of July to third week of August</td> <td>First week to third week of January</td> </tr> </tbody> </table>	Activity	Progression Period 1 Indicative Timing	Progression Period 2 Indicative Timing	Release of results to students	Mid-July	Mid-December	Provide details to Examinations Unit	Mid-July	Mid-December	Notify students of supplementary/special assessment	Third week of July	Third week of December	Conduct supplementary/special assessment	Last week of July to third week of August	First week to third week of January
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	<p>The central special and supplementary examinations in July and January are conducted within a very restricted time-frame. It is important that:</p> <ul style="list-style-type: none"> • supplementary assessment is completed in a timely fashion, so that flow-on operations can continue; and • School-run supplementary assessment, including essay submissions, aligns closely to the same timetable as that for centrally conducted examinations.
<p>7. Centrally conducted examinations</p>	<p>All details of special and supplementary assessment including examination papers, will need to be submitted by about mid-June and mid-December, otherwise the examinations will not be able to be conducted centrally;</p> <p>The Academic Services Division declares examination closing dates six months in advance for the July and December periods (approximately 15 July and 14 December in an average year). These will be the latest times for the Academic Services Division to receive for each subject participating in centrally co-ordinated supplementary examinations:</p> <ul style="list-style-type: none"> • returned lists of students with the actual examination(s) for each student (eg Paper 1, practical examination) indicating SAA or SAE; • requirements for each examination on a separate form for each subject code; • the examination paper – Note that the examination paper for supplementary examination should have been submitted with the original examination paper; • printing instructions for the examination papers. <p>Failure to produce all the materials by the due date will result in non-acceptance of the subject in the central examinations and consequently, the examination will need to be conducted in the School concerned (as already occurs for a number of examinations).</p>
<p>8. Late award of supplementary assessment</p>	<p>The late award of supplementary examinations for individual students may be incorporated into the central examination until two days after the date specified in section 7.3. After this date (typically around 17 July and 16 December) no further student examinations will be accepted centrally and the supplementary examinations for student(s) must be accommodated in their Schools.</p>
<p>9. Supplementary assessment not granted after scheduled period</p>	<p>Supplementary assessment may be offered to students who qualify for it, by successfully completing a special examination or a hurdle supplementary examination.</p> <p>Normally, no further special examinations will be granted after the University's scheduled period for special and supplementary examinations.</p>

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10. Special consideration and supplementary assessment	<p>Where a student who has applied for a special examination is not successful following the application of the Special Consideration Policy, they may be eligible for supplementary assessment</p> <p>For example:</p> <ul style="list-style-type: none"> • A student with a mark of 43N applies for special consideration; • The School approves an adjustment of the mark to 47N - the student now qualifies for supplementary assessment; • The student is awarded SAA through applying the policy and the student's record is adjusted to 47SAA. <p>There can now be a direct transition from 43N to 47SAA.</p>
Status	Revised Format.
Approval Body	Academic Board 19 March 2008
Initiating Body	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 Qualifications Policy.</p> <p>Hurdle Requirement: A condition for passing a subject other than the overall mark, which is specified in the handbook and other associated subject documentation.</p> <p>Non-Award Course: A course of study that does not lead to an award. EG – miscellaneous students, exchange-in or cross-institutional-in students.</p> <p>Postgraduate Coursework Student: A student who is 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> <p>Progression Period: The period of study at the end of which a student's academic progress is formally assessed.</p> <p>There will be two (2) Progression Periods within an Academic Year. They will each be six (6) months in duration and run from the 1 January – 30 June and 1 July – 31 December respectively.</p> <p>A progression period may include more than one teaching period (see below)</p> <p>Each subject enrolment will be assigned to a specific Progression Period according to the last day of the Teaching Period in which the Subject is offered. All Teaching Periods that finish from the 1 January – 30 June will be in Progression Period 1 and those from the 1 July – 31 December will be in Progression Period 2. This will be independent of location and the academic</p>

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	<p>year the Teaching Period commenced.</p> <p>Teaching period: The period between the commencement and completion of teaching in a specific subject.</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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