

Appendix L

Supplementary Assessment (University Policy)

Supplementary assessment is provided to facilitate the course completion of students and will therefore only be granted to students whose current enrolment would satisfy the requirements for graduation. Supplementary assessment is provided only to students enrolled in undergraduate bachelor degrees or graduate diplomas leading to the granting of an initial professional qualification.

Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist final semester students to complete requirements for their qualification. A student may be granted a maximum of two supplementary assessments in any one course.

Faculty Academic Boards are responsible for determining eligibility for supplementary assessment at the time exam results are considered. Faculty Academic Boards will be guided by advice from the relevant school(s), as to whether, given the student's grades for the unit(s) and the nature of the unit(s) it is possible for the student to achieve a passing standard through supplementary assessment.

The form and type of supplementary assessment is at the discretion of the faculty which will ensure that academic standards are maintained.

Supplementary assessment should only be provided in the following circumstances:

- when a student receives a grade of 3 in a unit where a 4 is required for course completion.
- when a student receives a grade of 2 in a unit where 3 is required for course completion.

Supplementary assessment will not be granted in the following circumstances:

- to students enrolled in designated units listed in Appendix 3 to the Student Rules contained in the QUT Student Handbook
- to students who have been graded 1 Low Fail or K Withdrawn Failure.

Students who are not granted supplementary assessment but believe they are entitled to supplementary assessment may request a review of the decision as provided in the Student Rule, Review of Academic Rulings.

The only grades that will be recorded following supplementary assessment are S3 (Pass Supplementary) and S2 (Fail Supplementary).

Appendix M

Supplementary Assessment (Law Faculty Policy)

Supplementary assessment is provided to facilitate the course completion of students. Supplementary assessment is provided only to students enrolled in undergraduate bachelor degrees or graduate diplomas leading to the granting of an initial professional qualification.

Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification.

Supplementary assessment will be granted to a student who satisfies both of the following criteria:

1. The student's current enrolment program would satisfy the requirements for graduation. This is satisfied if the student can demonstrate that he or she is in the final academic year of the course[✘] **and**

2. Either:
 - (i) The student has been awarded a fail result in a unit in which he or she obtained an overall mark of 40% or more; or
 - (ii) The student has been awarded a low pass result (grade of 3) in a unit and such result places the student in excess of the Eligibility to Graduate – Limit on Grades of 3 rule established by Law Academic Board (12.5% of total course).

Subject to the following, a student may be granted supplementary assessment in a maximum of two units in the final year of the course. However, a student falling into category 2(ii) is only entitled to supplementary assessment in one unit. If he or she has previously been awarded supplementary assessment, he or she will not be entitled to a further item of supplementary assessment under category 2(ii).

If the supplementary assessment is by way of examination, the examination paper will be the same paper as the deferred examination set in the unit and the supplementary examination must be scheduled at the same time as the deferred examination.

If, at the supplementary examination, the student obtains a mark of 50% or more, the student will be awarded a Pass Supplementary result with a grade of S3, but the student's percentage result will remain on his or her record as the mark obtained in the original examination. If the student received a mark of less than 50%, the student will be awarded a Fail Supplementary result with a grade of S2, and the student's percentage result will remain on his or her record as the mark obtained in the original examination.

Students who are not granted supplementary assessment but believe they are entitled to supplementary assessment may request a review of the decision as provided in the Student Rules Review of Academic Rulings.

[✘] For the purpose of this policy, the final academic year means the final three semesters of the course. For the purpose of this policy, calculation of the final three semesters must include the summer semester.



Queensland University of Technology

FACULTY OF LAW

APPLICATION FOR SUPPLEMENTARY ASSESSMENT

Before completion of this form, please read the following information carefully:

Supplementary assessment will be granted to a student who satisfies both the following criteria:

The student's current enrolment program would satisfy the requirements for graduation. This is satisfied if the student can demonstrate that he or she is in the final academic year of the course; and either

- a) The student has been awarded a fail result in a unit in which he or she obtained an overall mark of 40% or more; **or**
- b) The student has been awarded a low pass result (grade of 3) in a unit and such result places the student in excess of the Eligibility to Graduate – (the limit on grades of 3 established by Law Academic Board is 12.5% of total course).

Subject to the following, a student may be granted supplementary assessment in a maximum of two units in the final year of the course. However, a student falling into category (b) is only entitled to supplementary assessment in one unit. If he or she has previously been awarded supplementary assessment, he or she will not be entitled to a further item of supplementary assessment under category (b).

If the supplementary assessment is by way of examination, the examination paper will be the same paper as the deferred examination set in the unit and the supplementary examination must be scheduled at the same time as the deferred examination.

If, at the supplementary examination, the student obtains a mark of 50% or more, the student will be awarded a Pass Supplementary result with a grade of S3, but the student's percentage result will remain on his or her record as the mark obtained in the original examination. If the student receives a mark of less than 50%, the student will be awarded a Fail Supplementary result with a grade of S2, and the student's percentage result will remain on his or her record as the mark obtained in the original examination.

For the purpose of this policy, the final academic year means the final three semesters of the course. For the purpose of this policy, calculation of the final three semesters must include the summer semester.

This form will be returned to you by post, once a final decision has been made

PERSONAL DETAILS:

Name: _____ Student Number: _____

Mailing Address: _____

Postcode: _____

Contact Phone Number: (H) _____ (W) _____

COURSE / UNIT DETAILS:

Course Code and Title

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| | | | |
|--|--|--|--|

Please provide details of the unit/s failed:

| Unit Code | Unit Title | Percentage % |
|-----------|------------|--------------|
| | | |
| | | |

Expected Semester of Completion: _____ Year: _____

Enrolment program for the remainder of degree:

| Unit Code | Unit Title | Semester of Study |
|-----------|------------|-------------------|
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| - OFFICE USE ONLY - | | |
| - | | |
| SUPPLEMENTARY ASSESSMENT APPROVED: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If <i>not approved</i> , please state reason: | | |
| _____ | | |
| _____ | | |
| Name: _____ | Signature: _____ | Date: _____ |