

## SUPPLEMENTARY EXAMINATION POLICY

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# 1 Context

This policy outlines the procedures for students who wish to apply for a supplementary examination.

# 2 Scope

## 2.1 Rationale

UBSS acknowledges the importance of student progression and is therefore committed to providing students with opportunities to undertake supplementary examinations.

## 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

# 3 Definitions

Item	Definition
<b>Supplementary Examination</b>	<p>A Supplementary Examination is a resit examination that is held for students who:</p> <p>For approved reasons such as valid medical reasons or other reasons for their absence, are not able to attend the regular examination; OR</p> <p>Failed the overall regular assessment but meet special criteria required to sit for a supplementary examination.</p>
<b>Eligibility for a Supplementary Examination</b>	<p>Eligibility for a Supplementary Examination refers to the criteria that must be satisfied prior to UBSS approving an application to sit for a supplementary examination.</p>

# 4 Eligibility

To be eligible for a supplementary examination a student must:

Not have attended the regular final examination due to illness or an emergency situation. In this case the student must produce official evidence of the illness (such as a medical certificate) or the emergency situation (such as a police report) which confirms that the illness or emergency occurred at the same time the examination was held. Medical leave must be applied for during the final exam period. If approved, the student is allowed to follow the steps below;

OR

Be in their final trimester at the end of the most recent examination period, do not have a mark in the range 40 – 49, but have finished all other subjects, and have a CoE that has expired or is due to expire before the end of the next trimester of study; OR.

Have failed the subject with a final mark in the range 40-49 and were officially recorded as having attempted all required assignments and the final examination for the subject. Having failed the initial overall assessment, the maximum mark the student can achieve in this case is 50. If the student achieves a mark below 50, the student fails the subject and will have to repeat the subject.

A student who failed a subject due to cheating is not eligible for a supplementary exam for the subject.

## 5 Steps for Applying for Supplementary Examination

Supplementary exams are only provided for subjects in the trimester just finished. No supplementary exams are offered or allowed for subjects delivered previous to this timeframe.

Students applying for a Supplementary Final Exam must select an exam time using “Resit Exam Timetable” on-line through their MyGCA account.

In very unusual circumstances, the Academic Dean may ask the lecturer of the subject in which the student failed to review the student’s performance over the entire trimester. If the particular student has performed consistently in other assessment tasks over the trimester and their Final Examination grade was a marginal fail the Academic Dean may, on the recommendation of the lecturer, awarded a Pass with a mark of 50.

If the student has applied to undertake a Supplementary Final Examination and their performance in the earlier assessments satisfy the required criteria, they are approved to sit for the Supplementary Final Examination.

The Supplementary Final Examination substitutes for first-sits of both the In-Trimester and Final Examination. Hence, students passing the Supplementary Final Examination also pass in the subject.

If the student is successful in the Supplementary Final Examination, a pass grade of 50 marks is awarded for the subject. No higher grade than 50 marks can be awarded where the original grade for that subject was below 50 marks.

Students eligible to sit for a delayed Final Examination due to illness or emergency must attempt the Supplementary Final Examination paper; however, their script mark is also their subject mark. (They can therefore receive a mark above 50)

No credit is given to students who do not attend their timetabled Supplementary Final Examination.

All Supplementary Final Examinations are conducted by Student Administration and are held during the first three weeks of the following trimester. Student Administration informs students of the appropriate arrangements and notifies students of final marks.

## 6 Conduct of Supplementary Examinations

Subject Coordinators/Assessors must:

Be available (or, if unavailable, make alternative arrangements with the Academic Coordinator for a nominee to be available) to answer any inquiries from invigilators or students during a supplementary examination.

Arrange for marking and recording of results by the date specified.

Ensure that the Supplementary Examination paper is at least 85 percent different in content (but with weighting of 100 percent) to the original examination paper.

### 6.1 Cost of Supplementary Examinations

Eligible students will be charged a fee of \$200 per subject, payable prior to the Supplementary examination sitting.

## 7 Document Change Control

Version	Change Description	Date	Author
V12	Refreshed format	November 2017	Professor Ian Bofinger