Purpose

Supplementary assessment provides students with an additional opportunity to demonstrate they have achieved the academic standard required for a Pass level in a course where they have marginally failed a previous examination/assessment. This additional assessment allows the student to demonstrate a satisfactory level of knowledge of fundamental concepts and essential skills to meet the course learning outcomes.

This procedure articulates the eligibility criteria and process to be followed for supplementary assessment at Federation University.

Scope

This procedure applies to eligible higher education coursework courses.

Legislative Context

- Federation University Australia Act 2010
- The Higher Education Standards Framework (Threshold Standards) 2015

Definitions

For the purpose of this procedure, supplementary assessment is defined as an assessment or examination that provides eligible students with a further opportunity to demonstrate that they have achieved the required learning outcomes of a course.
## Actions

### 1. Checking whether a course may offer supplementary assessment

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<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
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</table>
| A. Checking whether a course may offer supplementary assessment | School | 1. Check the Course Description that will specify if supplementary assessment is available for a particular course. All Higher Education course-work courses of the University may offer students supplementary assessment except where it is specifically excluded in the rules applicable to that program/course.

2. The following types of courses may be exempt from offering supplementary assessment:
   - An identified dissertation or project course
   - Placements or work integrated learning courses
   - Some fieldwork or laboratory-based courses
   - Where the grade for the course is specified as S/U (Satisfactory/Unsatisfactory)
   - A course available only in Honours Degrees.

3. All exemptions must be granted by the Higher Education Curriculum Committee via the School Board and noted in the Course Description. |

### 2. Determining whether a student is eligible for supplementary assessment

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</table>
| A. Identifying which students meet the eligibility criteria | Dean or nominee such as Program Coordinator | 1. To be eligible for a supplementary assessment, the student must have:
   - Been studying a course that allows supplementary assessment in its Course Description (see above). |
### ACTIVITY | RESPONSIBILITY | STEPS
---|---|---
A. Notify student | Student HQ/CUP | 1. Send an email (with a copy to the Course Coordinator and Examinations) to the student's University address notifying them of the opportunity to complete a supplementary assessment:
   - Immediately upon the release of end of semester grades.
   - Detailing the type of assessment (ie. examination

B. Grading students eligible for supplementary assessment | School | 1. Record a ZN grade (Supplementary assessment to be completed within 3 months) for students eligible for supplementary assessment in the university-approved student management system.

C. Determining type of supplementary assessment task | Course Coordinator | 1. Determines the type of supplementary assessment task.

3. Notifying student of opportunity to complete supplementary assessment
<table>
<thead>
<tr>
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<th>RESPONSIBILITY</th>
<th>STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Grade non-respondents</td>
<td>Student HQ</td>
<td>1. The grades of students who do not respond to the offer of a supplementary assessment will revert to that originally recorded (MF).</td>
</tr>
<tr>
<td>B. Establish the timing of a supplementary assessment</td>
<td>School/Student</td>
<td>1. If a student cannot complete a supplementary assessment in the normal time-period specified above, an outcome</td>
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</tbody>
</table>

### 4. Timing and grading supplementary assessments

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<tr>
<td>B. Notify staff</td>
<td>Student HQ/CUP</td>
<td>1. For domestic students, send a copy of the email to the Course Coordinator. In the case of a supplementary examination, also send a copy to the Examinations Office and to Appeals</td>
</tr>
<tr>
<td>C. Advising students of time and location of supplementary examinations</td>
<td>Examinations Office</td>
<td>1. Email the time and location details to the student.</td>
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</table>

For examinations, advise that further details will be emailed by the Examinations Office. Students must be given a minimum of five (5) working days notice for a supplementary examination. In the case of a non-invigilated assessment, the designated due date would normally be before the close of the official deferred examination period. In the case of a non-invigilated assessment, the type of assessment (ie. essay) and the contact details of their Course/Academic Coordinator也要被列入通知中。
will be negotiated that both reflects natural justice and is reasonable to the student, while being consistent with all other University procedures. In the case of an examination, a School may choose to schedule a supplementary examination at a mutually convenient time, or defer it until the end of the next semester in which that course runs. All extensions of time for the completion of supplementary assessment must be in accordance with the Higher Education Special Consideration Procedure and use the appropriate form. Where ever possible, supplementary examinations will be completed in the published differed examination period.

2. Results must be lodged within ten (10) working days of the submission or completion of the supplementary task.

C. Record the supplementary assessment grade

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<tbody>
<tr>
<td>C. Record the supplementary assessment grade</td>
<td>School</td>
<td>1. The supplementary assessment task is marked on a Pass/Fail basis only. If the student fails to achieve a pass mark on the supplementary task, the original MF (Marginal Fail) grade will be reinstated in the university-approved student management system. This should normally be finalised within 1 week of the supplementary task being submitted.</td>
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<td>2. Generate a Course Result Amendment (CRA) for approval.</td>
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<td>3. Dean or nominee approves the CRA.</td>
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<td>4. All CRAs are noted at the next appropriate School Board meeting.</td>
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<td>5. Annual report to Academic Board on appropriate statistics</td>
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</table>
D. Reporting grade to student  
   **Responsibility**: Student HQ/CUP  
   **Steps**: 1. Publish the final grade on the official student management system.

E. Appealing grades  
   **Responsibility**: Student  
   **Steps**: 1. Students may appeal against a grade in accordance with the Student Appeals Procedure.

### Supporting Documents

- [Higher Education Assessment Policy](#)
- [Higher Education Assessment Procedure](#)
- [Higher Education Examinations Procedure](#)
- [Higher Education Special Consideration Procedure](#)
- [Teaching in a Language Other Than English Policy](#)
- [Teaching and Assessing in a Language Other Than English Procedure](#)

### Responsibility

- **Academic Board** *(as the Approval Authority)* is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- **Chair, Academic Board** *(as the Policy Sponsor)* is responsible for maintaining the content of this procedure as delegated by the (title above).
- **Policy Writer** is responsible for the administration support for the maintenance of this procedure as directed by the Chair, Academic Board.

### Promulgation

The [Supplementary Assessment Procedure](#) will be communicated throughout the University community in the form of:

1. An Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure.
2. Distribution of e-mails as appropriate.

### Implementation

The [Supplementary Assessment Procedure](#) will be implemented throughout the University via:
1. An Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Procedure.

**Records Management**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Education supplementary assessment</td>
<td>Schools and Partners</td>
<td>Registrar</td>
<td>Two years after conclusion of use</td>
</tr>
</tbody>
</table>