

HEPP82 Supplementary Assessment and Special Consideration

Intent

This document provides the rules governing Special Consideration for supplementary or alternate assessment arrangements in higher education courses of study. It details the provisions relating to eligibility for and the process of applying for and approving Special Consideration grounds for Supplementary Assessment, and for Special Assistance in relation to course progression and completion.

Scope

All Bachelor programs and courses accredited as higher education. It does not apply to students with a disability condition likely to require adjustments in assessment conditions who have disclosed the condition to, and discussed its implications with, the course co-ordinator and/or subject teacher.

Definitions.

Supplementary assessment	An additional assessment designed to assist in determining whether a student has achieved the academic standard required for a pass level of achievement. Granted to facilitate course progression in or graduation from a program.
Alternate assessment	Any variations in the duration, structure, format or venue of an academic assessment to accommodate the needs of students with a disability condition, medical condition or short term injury.
Deferred assessment	A student who is unfit to attend or complete an end-of-semester examination or other end-of-semester assessment due to acute illness or other exceptional cause beyond their control.
Special consideration	The main reason for granting: <ul style="list-style-type: none"> • a supplementary assessment opportunity • an extension to the due date for submission of an assessment or <ul style="list-style-type: none"> • deferred assessment or examination
Special assistance	Requests by students with special needs for variation to assessment form, due date, venue and other considerations

1. Overview

1.1. A supplementary assessment is an additional assessment designed to assist in determining whether a student has achieved the academic standard required for a pass level of achievement in a subject. Supplementary assessment can be granted only under extenuating circumstances to facilitate progression to the next stage of a program or graduation from a program. It is not an automatic right in the case of a failing grade.

- 1.2. A student may be granted no more than two supplementary assessments in respect of one course of study, i.e. an entire degree program, unless the department manager, in circumstances he/she deems exceptional, determines otherwise.
- 1.3. Alternate, deferred or supplementary assessment may be awarded to a student who can provide evidence of personal hardship, trauma, loss or bereavement, serious illness or incapacitating psychological condition under Special Consideration status
- 1.4. Where an assessment item has not been submitted and extenuating circumstances can be proven, permission for an extension to the due date of an assessment may be granted.
- 1.5. Where evidence is provided of special needs, a variation to assessment format, due date, venue and other considerations can be accommodated for the student.

2. Situations where Special Consideration may be granted

- 2.1. In the event of a fail grade for a subject, a student may qualify for a supplementary assessment in a subject which is the final subject required to complete the course.
 - 2.1.1. In subjects with a final examination, the form of supplementary assessment will be a supplementary examination in the next examination, or scheduled supplementary examination period.
- 2.2. A student may qualify for supplementary assessment in subjects where a fail grade would significantly impact on course progression. Qualifying subjects are defined as:
 - compulsory/core subjects in the main stream of study
 - subjects that are pre-requisites for compulsory/core subjects in the course
 - subjects that are only offered once per year at that campus
- 2.2.1. In subjects with a final examination, the form of supplementary assessment will be a supplementary examination in the next examination, or scheduled supplementary examination period.
- 2.3. Provided that a student has qualified for supplementary assessment under the terms listed above, (2.1 and 2.2), the student will be eligible for such additional assessment if the subject was attempted in the last twelve months and with a mark of at least 45%.
- 2.4. A student may apply for Special Consideration on a range of health or compassionate grounds where their academic performance is compromised due to unexpected or extenuating circumstances during or at end of a semester which resulted in the student:
 - failing to attend an examination
 - failing to submit assessable tasks
 - substantially underperforming in the above

2.5. Examples of unexpected or extenuating circumstances include:

- loss or bereavement – for example: death of a close family member or relationship breakdown
- hardship/trauma – for example: job loss or loss of income, victim of crime
- serious illness – for example: hospital admission or serious injury
- psychological condition – for example: severe anxiety or depression

2.6. Information supplied as part of an application for Special Consideration will be treated in a confidential manner and in accordance with the provisions of other relevant State and Federal information handling Acts, Regulations and Statutes.

2.7. The outcomes of a successful application for Special Consideration may include:

1. extension of time
2. deferred assessment – examination or written assessments
3. alternate assessment
4. late course withdrawal without academic penalty
5. denial of application

2.8 Re-evaluation of the original grade received is not an outcome of Special Consideration applications. If this is sought, the student may appeal to the Course Coordinator in writing no later than ten (10) working days from notification of the outcome of the assessment

3. Process

3.1 Special Consideration applications will be considered by the Course Coordinator, in consultation with the Academic Director and teaching staff, where necessary.

- 3.1.1 The student completes a Special Consideration form, after consultation with the teacher, within five (5) working days of the posting of results. This form is lodged with the Course Coordinator who initiates action on the application and forwards a copy of the application to Student Administration for their records and change of results to DE (Deferred Examination) or SA (Supplementary Assessment).
- 3.1.2 The process for consideration of the student's application for Special Consideration shall be completed within ten (10) working days from lodgement of the application.
- 3.1.3 The student will be notified via their student email address, of the outcome of their application and advised of the details of supplementary submissions or exam re-sits within five (5) working days.
- 3.1.4 The submission of a supplementary assessment or completion of exam will be timed to permit the student to complete all academic requirements to facilitate progression into the next stage of the course, or to graduate.
- 3.1.5 If a supplementary assessment or re-sit has been agreed to and completed, it is the responsibility of the teaching Course Coordinator to notify the Student Administration of the amended result, within five (5) working days of the supplementary assessment/re-sit being conducted.

- 3.1.6 The grading status of the subject to which the supplementary assessment applies will be recorded by the department that owns the course as 'RW' Result Withheld, until the result of the supplementary assessment is recorded.
 - 3.1.7 The highest grade achievable as a result of a supplementary assessment is Pass / 50%
 - 3.1.8 The number of times a student will be permitted a supplementary assessment or resit will be once only for any subject and a maximum of two within the course.
- 3.2 If a student is at risk of not submitting a due assessment or sitting an examination as a result of serious illness, disability, bereavement or other exceptional circumstance they may submit a written request to their teacher, via the messaging facility on the student portal, for an extension of time. Where possible, such requests will be made at least 48 hours before the assessment due date and be accompanied by valid supporting documentation. The final grading of the student's assessment is not capped in this instance.
- 3.3 If the student wishes to appeal against a decision not to award a supplementary assessment they may lodge an appeal against the decision.

4. Forms of supplementary assessment

- 4.1. The form of a supplementary assessment will be determined by the Course Coordinator of the program. They may include:
- 4.1.1. a re-sit of an exam (not the identical exam)
 - 4.1.2. an alternate assessment task that addresses the same learning outcomes as the original set task
 - 4.1.3. an assessment of a practical assessment task by the Course Coordinator
 - 4.1.4. an additional piece of assessment that addresses the specific components of the exam/written assessment failed

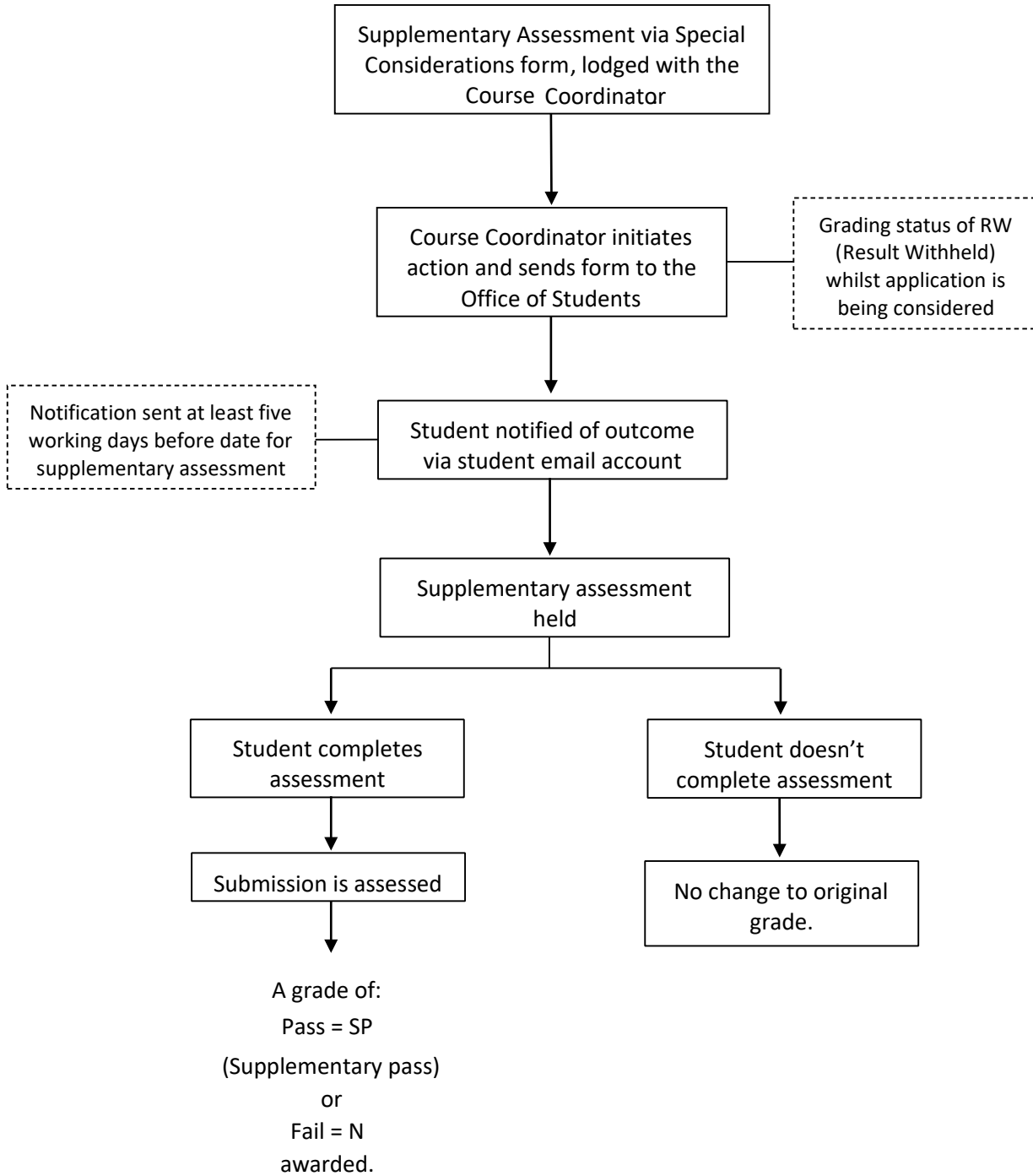
5. Grading of supplementary assessment

- 5.1. The following are possible outcomes of an application for supplementary assessment:
- 5.1.1. If a student passes their supplementary assessment, a mark of 50 will be returned for the unit and a grade of Pass will be awarded.
 - 5.1.2. If a student fails their supplementary assessment, their original mark for the subject will stand.
 - 5.1.3. Where a student achieves a lower result than for the original assessment task, the higher mark will stand.
 - 5.1.4. A supplementary examination is only offered once and there is no provision to defer a supplementary examination. A student who fails to sit their supplementary examination for any reason will receive a Fail (F) grade for the supplementary assessment and the original mark for the unit will stand.

6. Grading Table for Higher Education Courses

Grading System Grade	Definition
High Distinction (outstanding performance) Code: HD Mark range: 80% - 100%	<ul style="list-style-type: none"> Complete and comprehensive understanding of the subject content Development of relevant skills to an outstanding level Demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative Excellent achievement of all major and minor objectives of the subject
Distinction (very high level of performance) Code: D Mark range: 70% - 79%	<ul style="list-style-type: none"> Very high level of understanding of the subject content Development of relevant skills to a very high level Demonstration of a very high level of interpretive and analytical ability and intellectual initiative Comprehensive achievement of all major and minor objectives of the subject
Credit (high level of performance) Code: C Mark range: 60% - 69%	<ul style="list-style-type: none"> High level of understanding of the subject content Development of relevant skills to a high level Demonstration of a high level of interpretive and analytical ability and intellectual initiative Analytical ability and achievement of all major objectives of the subject, with some minor objectives not fully achieved
Pass (competent level of performance) Code: P Mark range: 50% - 59%	<ul style="list-style-type: none"> Adequate understanding of most of the basic subject content Development of relevant skills to a satisfactory level Adequate interpretive and analytical ability Achievement of all major objectives of the subject, with some minor objectives not achieved
Fail (unsatisfactory performance) Code: F Mark range: 0 – 49%	<ul style="list-style-type: none"> Inadequate understanding of the basic subject content Failure to develop relevant skills Insufficient evidence of interpretive and analytical ability Failure to achieve some or all major and minor objectives of the subject
Fail - No Assessment Submitted Code: FNS	Did not present any work for assessment, to be considered as failure.
Deferred Examination Code: DE	A final grade is yet to be awarded for the subject, as a deferred examination has been approved due to special consideration. This is a temporary grade only and must be finalised before the end of the following semester.
Supplementary Assessment Code: SA	A final grade is yet to be awarded for the subject, as the outcome has been a marginal fail and a supplementary examination has been offered. This is a temporary grade only and must be finalised before the end of the following semester.
Withdraw With Failure Code: WF	Cancelled enrolment in the subject after the final date for withdrawal without failure.

Example Flowchart for Supplementary Assessment Process



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