

Supplementary Assessment - Procedures

1. Purpose of procedures

1.1 These procedures provide a framework for the provision and application of supplementary assessments. A supplementary assessment is an additional form of assessment designed to assist in assessing whether a student has achieved the academic standard required for a Pass level of achievement; a student's assessment demonstrates knowledge of fundamental concepts and essential skills sufficient to meet the course learning outcomes.

2. Scope and application

2.1 These procedures applies to all University staff and students.

2.2 These procedures should be read in conjunction with the Assessment: Courses and Coursework Programs - Academic Policy.

3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

4. Courses exempt from providing supplementary assessment

4.1 The following types of courses are exempt from providing supplementary assessment:

- (a) An identified dissertation or project course;
- (b) A course using Limited Grades; and
- (c) A course specifically designed and only available to students in Bachelor Honours Degrees or higher degrees by research.

5. Eligibility for supplementary assessment

5.1 A student's eligibility for supplementary assessment in a course is dependent on the following conditions applying:

- (a) the final mark is in the percentage range 47 per cent to 49.4 per cent; and
- (b) the course is graded using the Standard Grading scale.

6. Nature of the supplementary assessment

6.1 Supplementary assessment must be designed to address the learning outcomes of the failed assessment task(s). Supplementary assessment may take the form of an appropriate assessment task which may be an assignment, or an oral or written examination or any other appropriate assessment instrument within the particular discipline, with the proviso that the supplementary assessment task(s) must be equivalent though not necessarily identical, to the failed assessment task(s).

6.2 In the case where the student has failed more than one assessment task, the supplementary task must be designed to cover the learning outcomes of all the failed assessment tasks.

7. Ratification of eligibility for supplementary assessment

7.1 The Interim Results Module (IRM) will identify that for eligible courses a student is entitled to be offered a supplementary assessment. The Course Coordinator should allocate an interim grade notation of either:

- (a) Supplementary examination (SU) - where the supplementary assessment is in the form of a central examination; or
- (b) Supplementary assessment - Other (SO) - where the supplementary assessment's form is different to a central examination

7.2 The form of the supplementary assessment is approved by the School Assessment Moderation and Results Committee.

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Academic Registrar and Director, Student Services

FIRST APPROVED

9 September 2013

LAST AMENDED

15 January 2025

REVIEW DATE

27 April 2026

STATUS

Active

8. Notification of supplementary assessment

8.1 Students identified to undertake supplementary assessment will be given written notice by Student Services and Engagement (if the supplementary assessment task is a Central Examination) or the school office (if the supplementary assessment task takes a different form).

8.2 In the case of Supplementary assessment - Other (SO), subsequently to the initial notification, the Course Coordinator will provide the student with details on the task and logistics for completing the supplementary assessment.

8.3 This notification (which will be via the official USC student email account) must be sent to the student at least ten (10) working days prior to the due date of the supplementary assessment.

8.4 Where the supplementary assessment task requires attendance at the University, the task must be completed at the study location at which the initial assessment in the course took place, unless the Academic Registrar and Director, Student Services in consultation with the school concerned, authorises otherwise in recognition of extreme mitigating circumstances.

9. Failure to take up the offer of supplementary assessment

9.1 Students who have been offered but do not undertake supplementary assessment will be graded as per the Grades and Grade Point Average (GPA) – Academic Policy.

10. Timing of supplementary assessment

10.1 If the supplementary assessment is in the form of assessment other than a central examination, it must be held within four (4) weeks of the date of publication of grades for the relevant teaching period (the University's Christmas /New Year closure is excluded from the four weeks). In the case of the supplementary assessment being a central examination, the assessment will be undertaken at the next available examination period

11. Marking supplementary assessment

11.1 After marking the supplementary assessment, the Course Coordinator through the Head of School advises Student Services and Engagement that the student's current grading notation is to be converted to the grade awarded (see Grades and Grade Point Average (GPA) – Academic Policy regarding grades available following a supplementary assessment).

11.2 Supplementary assessment results are usually finalised within seven days of the examination date or the due date for assessment.

12. Release of revised grade

12.1 Student Services and Engagement will progressively release the outcome of the supplementary assessment to students as the results are received from the schools.

END

RELATED DOCUMENTS

- Assessment: Courses and Coursework Programs - Academic Policy
- Assessment: Courses and Coursework Programs - Procedures
- Central Examinations - Procedures
- Coursework Curriculum - Academic Policy
- Coursework Curriculum - Procedures
- Deferred Examinations - Procedures
- Grades and Grade Point Average (GPA) - Academic Policy
- Review of Assessment and Final Grade - Procedures

LINKED DOCUMENTS

- Assessment: Courses and Coursework Programs - Academic Policy