



# Supplementary Assessment Policy and Procedure

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## 1 PURPOSE

- 1.1 The purpose of this policy and procedure is to outline the circumstances in which students may undertake a supplementary assessment, and to set out the procedures for granting those assessments, at the Polytechnic Institute Australia ('PIA').

## 2 SCOPE

- 2.1 This policy and procedure applies to all students at PIA, and to all staff involved in conducting and arranging assessments.

## 3 POLICY STATEMENT

### Terms and Conditions

- 3.1 Approval for supplementary assessment must have the approval of the Dean and should only be given when they believe that a student's academic record and circumstances warrants a second chance to pass the unit.
- 3.2 The additional assessment task could be an examination, assignment or other work.
- 3.3 Supplementary assessments may only be granted for final examinations.
- 3.4 A student with a poor academic and/or attendance record may not warrant approval of a supplementary assessment.
- 3.5 The final mark and grade for a unit in which a student has been eligible for a supplementary examination is limited to 50%.
- 3.6 Payment of the supplementary assessment fee as per the fee schedule.
- 3.7 The Dean reports all supplementary assessments to the Learning and Teaching Committee.

## 4 PROCEDURES

### Exceptions

- 4.1 Documented accidents, illnesses and misadventures constitute serious circumstances.
- 4.2 In exceptional cases, taking into account the academic record and circumstances of a student, supplementary assessment may be approved by the Dean where a student has received a mark of less than 50% for the unit.

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- 4.3 Student attendance is taken into account in considering approval of a request for a supplementary assessment. Where attendance is less than 50% there is no supplementary assessment available irrespective of other circumstances.
- 4.4 Supplementary assessments are not be available in units that do not have final examinations and this information must be made explicit in the unit outline.

### Scheduling of Supplementary Assessment

- 4.5 A supplementary assessment examination or deadline for a supplementary assessment assignment must be held or completed as soon as is practicable.
- 4.6 It is the responsibility of the Dean (or delegate) to formally advise a student that supplementary assessment has been approved and of the arrangements for the supplementary assessment (including the date, time, location and format of the supplementary assessment task).

### Supplementary Assessment Process

- 4.7 Where possible, the supplementary assessment shall be of the same duration and format as the original assessment.
- 4.8 Unit Coordinators, however, may set any type of assessment provided it is consistent for all students in the same situation in the same unit.

### Supplementary Assessments

- 4.9 Where the supplementary assessment is an examination:
  - 4.11.1. The supplementary assessment examination shall normally be of the same duration and format as the final examination; and
  - 4.11.2 The examination paper must be different from the paper undertaken by other students in the unit in the study period for which supplementary assessment was approved.

## 5 RESPONSIBILITIES

### Responsibility of Students

- 5.1 It is the responsibility of students to be available to attend or complete the supplementary assessment at the notified time.
- 5.2 A student who commits to other arrangements that prevent him or her from completing a supplementary assessment, despite having been notified that he or she needs to be available at that time, is not entitled to another opportunity to complete the supplementary assessment (unless in serious circumstances), and will forfeit the right to supplementary assessment.

### Responsibilities of PIA

- 5.3 A supplementary assessment interim result must be converted to a final result by no later than the end of the subsequent study period in which the student is enrolled, or as soon as practicable thereafter.

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- 5.4 The Chair of the Learning and Teaching Committee is responsible for the regular review of outstanding supplementary assessments that have been granted, to ensure that they are all converted to a final result within the required timeframe.
- 5.5 The Dean and Course Coordinators will ensure that all Unit Coordinators and lecturers are made aware of the requirements of this policy.

### 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the PIA glossary.

### 7 RELATED LEGISLATION AND DOCUMENTS

#### Documents

Assessment Policy and Procedure  
Student Academic Integrity and Honesty Policy and Procedure  
Student Grievance Handling Policy and Procedure

#### Higher Education Standards Framework

- 7.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 1.4, which states:
3. Methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment.
  4. On completion of a course of study, students have demonstrated the learning outcomes specified for the course of study, whether assessed at unit level, course level, or in combination.

### 8 FEEDBACK

- 8.1 PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au).

### 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Administrator	Dean