Faculty of Engineering
Supplementary Assessment Policy

The Faculty of Engineering Supplementary Assessment Policy from 2012 Pursuant to Section 5 of the Assessment Regulations made under Statute 6.1.5

This policy applies to undergraduate studies only. The Faculty of Engineering does not offer formal supplementary assessment for postgraduate studies.

The Faculty of Engineering deems that such supplementary assessment will only be granted in circumstances where all of the following criteria are met:

- The student is within 12 credit points of completion and the failed unit(s) would complete the requirements of the degree and
- the failed unit(s) were completed within the last 12 months and
- the failed unit(s) are worth no more than 12 credit points in total and
- the final grade for the failed unit(s) is in the range 45-49% and
- the failed unit(s) is not a final year thesis or a final year design project and
- The student has passed all other units in which the student was enrolled during the teaching period concerned.

In relation to 5.2.4 below, we do NOT believe there are any circumstances in years 1-3 of the undergraduate degree course where a fail in a unit would significantly impact upon a student's academic progression and as such we will only consider supplementary assessment for units undertaken in the final year of the undergraduate degree.

A department or school may choose to award supplementary assessment in the unit(s) in such form and at such time as stipulated in the University Unit Assessment Procedures. If a fail result is obtained in the supplementary assessment, the student will be required to re-enrol in the unit. The maximum mark returned for supplementary assessment will be 50 (Pass).

In the case of double degrees, the Board of Examiners of the degree faculty must consult with that of the managing faculty before granting supplementary assessment. Students seeking last unit(s) supplementary assessment should approach their department or school.

Pursuant to Section 5 of the Assessment Regulations made under Statute 6.1.5 – Assessment reads as follows:

5. Supplementary Assessment

5.1 In this section ‘faculty’ means the degree faculty
5.2 The board of examiners of a faculty may grant a supplementary unit assessment to a student in respect of a unit completed no more than 12 months previously –

5.2.1 where the final result in the unit is no more than 5%, or equivalent, below the required pass figure; and

5.2.2 the student has passed all other units in which the student was enrolled during the teaching period concerned –

where –

5.2.3 a pass in the unit would complete all academic requirements for the degree; or

5.2.4 the board of examiners is satisfied, in accordance with guidelines published by the faculty board, that failure in the unit will significantly impact on the student’s academic progress.

5.3 Where the course of study concerned leads to the award of two degrees, the board of examiners of the degree faculty must consult with that of the managing faculty before granting a supplementary assessment.

5.4 A supplementary assessment must be in the form determined by the chief examiner of the unit.

5.5 The final unit result after a supplementary assessment is as determined by the board of examiners of the faculty, provided that no more than 50% of the maximum mark for the unit may be awarded.

5.6 A student may be granted no more than two supplementary assessments in respect of one course of study, unless the faculty, in circumstances it deems exceptional, otherwise determines.

Supporting Information

<table>
<thead>
<tr>
<th>Purpose and rationale</th>
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<tbody>
<tr>
<td>The faculty has developed this policy based on a standard procedure and in keeping with new University Assessment Regulations and new University Assessment policies and procedures.</td>
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<th>Scope</th>
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<tr>
<td>This policy applies to all students enrolled in single or double degree award courses by the faculty, both at undergraduate and postgraduate coursework level. The policy does not apply to non-award programs offered by the faculty.</td>
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</tbody>
</table>
Definitions and acronyms
Chief Examiner: In the faculty, a chief examiner is the Head of Department or a person/persons nominated by the Faculty Board.

Governing document:

Responsibilities for implementation: Chief examiners, Unit and year coordinators

Date effective:
Semester one, 2013

Who needs to know this policy:
Chief examiners, Faculty Student Services Staff, Unit and year coordinators

Approval:
Engineering Education Committee, Engineering Faculty Board

Review date:
2015

Performance indicators:
All decisions relating to applications for supplementary examinations comply with the policy.

Monitoring and evaluation:
Associate Dean (Education), Manager, Academic and Student Services

Revision

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved/ Rescinded</th>
<th>Date</th>
<th>Committee/ Board</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1.1.</td>
<td>Approved</td>
<td>20 July 11</td>
<td>EEC4/11</td>
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<tr>
<td>1.1.</td>
<td>Rescinded</td>
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<td>1.2.</td>
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<td>1.3.</td>
<td>Approved</td>
<td>15 Aug 12</td>
<td>EEC6/12</td>
<td>Further clarification to the meaning of ‘complete the requirements of the degree’.</td>
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<td>1.4.</td>
<td>-</td>
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<td></td>
<td>Reformatting of the document.</td>
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