

Faculty of Science Guidelines

Guidelines Title	Supplementary assessment
Parent Policy/Procedure	Assessment in Coursework Units Policy Assessment in Coursework Units: Examination Procedures Assessment in Coursework Units: Grading and Marking Procedures Assessment in Coursework Units: Adjustments to Assessment Procedures
Date Effective	01-January-2015
Review Date	31-December-2015
Guidelines Owner	Associate Dean (Education)
Category	Academic Quality and Standards
Version Number	1.5
Content Enquiries	sci-education@monash.edu
Scope	<p>This policy applies to all students who are enrolled in:</p> <ul style="list-style-type: none"> • a single degree course managed by the Faculty of Science, or • in a double degree course with the Bachelor of Science as one of the components.
Purpose	
GUIDELINES STATEMENT	

1. Students can be granted supplementary assessment for up to two failed units in their course of enrolment.
2. Supplementary assessment for a unit is available in the cases outlined below.
 - 2.1. Students enrolled in a single degree course managed by the Faculty of Science, or in a double degree course managed by School of science at Malaysia campus, and
 - The unit is the last unit required to complete all course requirements, or
 - The unit is a science unit, and the student has 30 credit points or less to complete all course requirements (including the unit failed).
 - 2.2. Students enrolled in a double degree course with the Bachelor of Science: Supplementary assessment is available for a science unit taken as part of the Bachelor of Science within a double degree course only when the unit is the last unit required to complete all science requirements of the course.
 - 2.3. Special cases:
In special cases, not covered in 1. and 2., supplementary assessment for a unit may be approved by the Chair of the Board of Examiners on a case-by-case basis where a student experiences a significant impact on their academic progress in the course due to the failed unit.

If a student is able to enrol in other units or complete other parts of their course requirements while re-enrolling in the failed unit, they are not considered to have experienced a significant impact.

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In all three cases:

- The failed unit must have been completed within the last 12 months;
- The final mark of the failed unit must be between 45 and 49; and
- The unit is the only unit failed in the relevant semester.

In addition, if supplementary assessment for a failed unit is granted:

- The type and method of supplementary assessment for the unit is determined by the Chief Examiner of the unit; and
- The maximum final mark and grade awarded for the unit after supplementary assessment has been completed is 50P.

3. Supplementary assessment for a unit is not available in the case(s) outlined below:

3.1. Some lab assessments do not permit supplementary assessment. Where a School has stipulated that supplementary assessment is not available for a lab assessment, this will be clearly indicated in the handbook and unit guide information.

Responsibility for implementation	Associate Dean (Education) Heads of Schools Coursework Programs Manager
Status	Revised
Approval Body	Name: Science Board of Studies Meeting: 01/2015 Date: 26-February-2015 Agenda item: 6
Endorsement Body	Name: NA Meeting: NA Date: NA Agenda item: NA
Definitions	Science unit: a science unit is as defined in the Faculty of Science section of the Undergraduate Handbook , and includes all units owned by the Faculty of Science and also some units that are primarily for non-science courses but are approved to be offered towards science sequences.
Related Policies	
Related Documents	Academic Board Regulations Supplementary Assessment Policy Application Form - Supplementary Assessment Application Form – Special cases (DOC, 0.08 MB) Academic Board Regulations