

## Faculty of Science Guidelines

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

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.

<b>Responsibility for implementation</b>	Associate Dean (Education) Heads of Schools Coursework Programs Manager
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Science Board of Studies <b>Meeting:</b> 01/2015 <b>Date:</b> 26-February-2015 <b>Agenda item:</b> 6
<b>Endorsement Body</b>	<b>Name:</b> NA <b>Meeting:</b> NA <b>Date:</b> NA <b>Agenda item:</b> NA
<b>Definitions</b>	<b>Science unit:</b> a science unit is as defined in the <a href="#">Faculty of Science section of the Undergraduate Handbook</a> , 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.
<b>Related Policies</b>	
<b>Related Documents</b>	<a href="#">Academic Board Regulations</a> <a href="#">Supplementary Assessment Policy</a>