

## **Guideline on Supplementary Assessments School of Optometry and Vision Science**

### **Purpose**

A supplementary assessment is an additional assessment (resit) that is provided to a student who has failed or was unable to complete an initial assessment.

The opportunity for a supplementary potentially exists for any assessment task but are most commonly related to end-of-course final assessments.

This Policy provides advice on the implementation of supplementary assessments.

### **Indications for Supplementary Assessments**

The Assessment Implementation Procedures Policy specifies conditions where a supplementary assessment will be offered to a student who has failed or was unable to complete an assessment:

- Supplementary assessment will be offered to any student who fails an assessment task if their request for Special Consideration for that task is approved. The mark awarded for the assessment task will be based solely on the supplementary assessment. *Note: For further information about possible outcomes of special consideration applications, other than supplementary examinations, see <https://student.unsw.edu.au/special-consideration>*
- Where a student fails an assessment task in a course in the final term of their program but does not have an approved Special Consideration for that task, supplementary assessment will still be offered in cases where passing the task would have resulted in the student passing the course and completing the program.

*Interpretation: Dot point 2 (final term condition): This applies even if more than one assessment or more than one course are failed. This only applies in final term of final year.*

*Interpretation: For students in program 3181, the 'final term' is at the end of stage 3. For students enrolled in 8095, the 'final term' is at the end of stage 2 (the 5<sup>th</sup> year of the combined program). For equity reasons, students in program 3182 will be able to apply the 'final term' clause to both the last term at the end of stage 3 and the final term of stage 5, so that they have the same opportunities as those in program 3181/8095.*

### **Format and Timing of Supplementary assessments**

The format of a supplementary assessment does not need to be the same as the original assessment provided that the same learning outcomes are being assessed. It is important that the supplementary assessment is of a comparable standard to the original examination and provides sufficient information to enable a reliable judgement of the student's performance.

When a supplementary assessment is offered as a result of overall failure (or a UF) in a course, it is acceptable for the supplementary assessment to focus only on the areas that were deficient in the original assessments.

The timing of the supplementary assessments will be as stated in the course outlines.

Generally, only one supplementary assessment relating to the failed assessment task should be provided. The student must be available to sit a supplementary assessment at the scheduled time.

Due to the time constraints associated with the trimester system, it is likely that a person who is eligible to sit more than one supplementary assessment will be required to sit those all on the same day.

### **UNSW 'fit to sit/submit' rule**

The UNSW 'fit to sit/submit' rule applies to supplementary assessments.

### **Governance and communication of Supplementary Assessments**

The provision of supplementary assessments should be endorsed by the SOVS exam committee.

The following information about supplementary examinations should be included in the course outline for each course:

- The timing of supplementary examinations
- The general format of supplementary examination (if the lecturer does not know the format of the supplementary examination in advance, a statement should be made that the supplementary examination could consist of a written long or short-answer, Multiple-choice, and/or oral component, and that any oral examination may be with one or a panel of assessors.)

A student may choose not to sit a supplementary assessment. In doing so, the student accepts the original result.

If a student has submitted an appeal to review the original result and decides not to sit a supplementary assessment pending the outcome, there is no obligation to provide an alternative supplementary assessment.

### **Concessional supplementary assessments**

Concessional supplementary assessments are those offered in situations other than those outlined above. As of Term 2, 2019, there will be no concessional supplementary assessments.