Supplementary Assessment

The following aligns with Policy No: ACAD006 – Assessment.

Supplementary assessment is not available in programs where the program requirements indicate that no supplementary assessment may be granted.

If supplementary assessment is permitted, the opportunity for supplementary assessment is to be offered to students who obtain 45% to 49% of the final mark/grade for the unit/course.

Supplementary assessment is provided to support student progression and is designed to assist students to complete requirements for a particular unit/course for which they have received a fail mark/grade. It requires a new item of assessment designed to provide further opportunity for students to demonstrate that they have achieved the required learning outcomes of the unit/course. Examples of appropriate assessment items include, but are not limited to: examination, test, take-home examination, quiz, assignment, essay, laboratory report, thesis, demonstration, performance, tutorial presentation, class participation, practicum, clinical placement, and work experience.

The completion of supplementary assessment must be within four weeks of the date the fail grade was awarded. IUE reserves the right to schedule supplementary assessment dates. If a student cannot complete a supplementary assessment within that period or as officially scheduled by the Office of the Registrar, the original mark/grade remains. The final result for a unit/course in which a student has completed work for supplementary assessment is either passed (50% and PA) or failed (NN) in which case the original mark/grade remains.

Marks	Award	Grade	Points
85 – 100	**High Distinction**	**A**	**5.0**
82 – 84	Distinction	B+	4.7
78 – 81	**Distinction**	**B**	**4.3**
75 – 77	Distinction	B-	3.0
72 – 74	Credit	C+	3.7
68 – 71	**Credit**	**C**	**3.3**
65 – 67	Credit	C-	2.0
62 – 64	Upper Pass	D+	2.7
58 – 61	**Upper Pass**	**D**	**2.3**
55 – 57	Upper Pass	D-	1.5
50 – 54	**Pass**	**E**	**1.0**
00 – 49	**Fail**	**F**	**0.0**

Procedures

1. The Office of the Registrar will announcement the dates of supplementary assessments a minimum of two weeks prior to the assessment date.

2. The Office of the Registrar will compile a list of all students (by course) who are eligible to sit supplementary assessments. Students on the list will be notified by email no less than 3 days before the date of the supplementary assessment. The email will include the course code and title, the name of the faculty member of record, the semester and year, and the date, time, and location of the supplementary assessment.

3. Students will have until 4:00pm the day after the notification email is sent by the Registrar to confirm participation in the supplementary exam session (as per the stated date, time, and location). Confirmation must be via 'reply' email to the Registrar.

4. Within 7 working days, students will be notified by the Registrar of the results and outcome of the supplementary exam.

5. Students who are unsuccessful should meet with the dean of the college to discuss next steps and options.