



# Application for Supplementary Assessment

The information supplied on this form will remain confidential.

Student Name: .....  
Lecturer: .....  
Subject: .....  
Class: .....  
Assignment Title(s): .....

## Reason for applying for supplementary assessment:

**Medical/compassionate grounds:**

- Serious injury, serious illness
- Severe anxiety or depression
- Loss or bereavement
- Family/relationship breakdown
- Hardship/trauma – such as severe disruption to domestic arrangements
- Other:.....

Please explain the circumstances that impacted on your ability to successfully complete the assessment requirements for this course unit and attach any evidence that can support your request for a supplementary assessment.

.....  
.....  
.....  
.....  
.....

I have read the School's policy on Supplementary Assessment (overleaf) and accept the conditions outlined in the policy.

Student's signature: ..... Date: ...../...../.....

**OFFICE USE ONLY**

Application received by: ..... Date received:...../...../.....

Application assessed by: ..... On ...../...../.....

Student notified of outcome on ...../...../.....

Details of supplementary assessment project as determined by the lecturer:  
.....  
.....

Due date for submitting supplementary assessment project ...../...../.....

Mark issued for supplementary assessment project: .....

**SIGNED:**

Lecturer: ..... Date: ...../...../.....

Head of Dept: ..... Date: ...../...../.....



## Supplementary Assessment Policy and Procedure

Policy Id	T005
Version	2
Drafted by	Anna O'Loughlin
Approved by	Academic Board
Approval date	12 August 2014
Responsible person	CEO
Scheduled review date	August 2017

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### Introduction

1. This policy describes the circumstances and the procedures by which a student can request a supplementary assessment in place of a prescribed assessment task in a semester course unit, prior to the final summative assessment.

### Purpose

2. This policy sets out the principles which underpin the Adelaide Central School of Art's approach to supplementary assessments, and the mandatory procedures which ensure that the principles are implemented.

### Scope

3. This policy applies to all enrolled students.

### Definitions

- 4.1 **Student:** The term 'student' includes enrolled students.
- 4.2 **Summative assessment:** Summative Assessment is a quantitative result provided at the end of each semester unit. Each student's body of work over the course unit is assessed and given a graded result upon completion of the semester course unit.
- 4.3 **Supplementary assessment:** a new or modified assessment task designed to provide the student with further opportunity to demonstrate that he/she has achieved the required learning outcomes of the unit.

### Policy

- 5.1 Students are eligible to apply for supplementary assessment if they did not complete an assessment task for a unit due to medical or compassionate reasons.
- 5.2 Supplementary assessment consists of a new or modified assessment task to be determined by the lecturer, in consultation with the Head of Department. The supplementary assessment task must align with the stated assessment criteria in the course outline.
- 5.3 The School will seek to ensure that all requests for supplementary assessments are dealt with fairly, constructively, promptly and with due regard for confidentiality.
- 5.4 Requests for supplementary assessment withdrawn by a student will be considered resolved.

### Responsibilities

- 6.1 The Chief Executive Officer (CEO) of the School is responsible for ensuring that staff follow the School's policy and procedures for responding to applications for supplementary assessment.
- 6.2 The Academic Administrator (AA) is responsible for assisting students who wish to request a supplementary assessment under this policy.



## Procedure

### 7. Supplementary Assessment

#### 7.1 Grounds for Applying for a Supplementary Assessment

A student may apply for a supplementary assessment on medical/compassionate grounds if the student believes that illness or other special circumstances have significantly impaired or will significantly impair his/her performance.

Applications will be assessed on a case-by-case basis and students should be aware that submitting an application for supplementary assessment is no guarantee of approval.

Generally, the School does not consider minor ailments such as colds and respiratory infections as sufficient grounds for supplementary assessment.

#### 7.2 Application for Supplementary Assessment

A student may request a supplementary assessment by completing the official application form (available from Administration and the School's website). The completed form and supporting documentation must be submitted to the Academic Administrator. Medical certificates must clearly indicate the period for which they apply.

The student must apply for the supplementary assessment within a reasonable timeframe, generally no more than 14 calendar days after the due date of the original assessment task.

#### 7.3 Notification of Outcome of Application

The Academic Administrator will notify the student of one of the following the outcomes within 7 calendar days of receiving the application for supplementary assessment, either:

- a) the application is unsuccessful; in which case the student will be informed of the reasons for the decision, or
- b) the student will be granted a supplementary assessment; in which case the lecturer will determine and notify the student of the nature of the supplementary assessment task and the due date for submission.

If the application has been approved, the Application for Supplementary Assessment Form must be signed by both the lecturer and Academic Administrator.

#### 7.4 Assessment and Grading of Supplementary Assessment Task

The lecturer will assess the supplementary assessment project and the grade will be moderated by another lecturer within the same faculty. The lecturer will notify the student of their grade within 14 calendar days of receiving the work.

As supplementary assessments are approved on medical/compassionate grounds, the full range of grades will be available.

All students receive a single final grade for each course unit, whether or not a supplementary assessment or other redemptive work was necessary to achieve that grade. No indication of the supplementary assessment will appear on the official academic transcript.

#### 7.5 Appealing a Decision

Students can refer to the Academic Grievance Procedures for:

- Appeals against a decision not to award a supplementary assessment on medical/compassionate grounds.
- Appeals against a grade awarded for a supplementary assessment.

A student will not be eligible to apply for a second supplementary assessment of the same assessment task.