

Higher Education Supplementary Assessment - Student Fact Sheet



SUPPLEMENTARY ASSESSMENT

Supplementary assessment may arise in two (2) circumstances:

1. Students may submit a written application requesting supplementary assessment.
2. Faculty staff may recommend a student be offered a supplementary assessment.

The granting of a supplementary assessment is considered to be a significant concession by TAFE Queensland. The granting of a supplementary assessment is NOT automatic.

Supplementary assessment is provided to support your learning, development, and to aid course progression and completion. The awarding of a supplementary assessment is based on the recommendations of the Course Coordinator to either the Board of Examiners or the Dean, Higher Education, depending on the circumstances.

Supplementary assessment is not a re-assessment of the overall grade in a Unit of Study, or the mark for an individual assessment item, or a deferred assessment.

It consists of a new item (or items) of assessment designed to give you an additional (i.e. supplementary) opportunity to demonstrate satisfactory attainment of specific learning outcomes as specified for the Unit of Study.

Note: Due to the nature of some Units of Study, a supplementary assessment may not be possible. This is typically where the assessment is based on the successful development and demonstration of professional competence over the entire Unit of Study, or participation and contribution to clinical placements or tutorials over the entire Unit of Study.

Assessment components that are not generally eligible for supplementary assessment include but are not limited to Workplace-based assessments such as Clinical Participation Assessments, or Direct Observation of Procedural Skills, and participation in Clinical tutorials or Clinical Coaching sessions.

You must meet the student eligibility requirements before applying for a supplementary assessment.

If supplementary assessment is awarded, whilst under consideration, your current grade will be temporarily changed to SA - Supplementary Assessment.

If you successfully complete supplementary assessment requirements, you will be awarded the grade of 4 (pass). Where supplementary assessment is not successfully completed, the original grade (fail grade) will be reinstated.

ELIGIBILITY CRITERIA

This form should only be used in the following circumstances:

You:

1. received a final grade of 3 or less (failed); and
2. are enrolled in a Unit of Study that allows supplementary assessment; and
3. are enrolled in the final teaching period of study; and
4. not failed more than two Units of Study in the same period; and
5. submitted all assessment tasks as specified in the Unit Study Guide and made a genuine attempt to address the assessment criteria.

Other considerations:

- you may breach the maximum time to complete your course.
- The unit is a pre-requisite for other units and you need to progress through the course as the unit is only offered on an annual basis.

APPLICATIONS

The relevant regional Admissions Officer will return **incomplete applications** such as those that are missing documentation or are otherwise lacking in detail requested in the application form. Applications will not be processed until all documentation is received by the regional Admissions Officer.

EXCEPTIONS TO SUPPLEMENTARY ASSESSMENT

Please note: Your application for a supplementary assessment will be declined in the following circumstances:

- a. where there was a substantiated case of academic misconduct which resulted in a lower mark for the Unit of Study.
- b. where you were awarded a deferred exam or an extension to an assessment in the Unit of Study.
- c. the Unit of Study does not offer supplementary assessment.

I have a question

Please contact the faculty Admissions Officer at the campus where your course of study is delivered about your request for re-admission or email Highered@tafeqld.edu.au

Lodging instructions

Your application form and any documentary evidence may be lodged in person or electronically to the Admissions Officer at the faculty in which the course is delivered, or email to Highered@tafeqld.edu.au

Notification of outcome

Applicants will be notified in writing of the outcome of their completed application. Please allow up to 10 working days for a response. If you are dissatisfied with the decision related to this submission, you will have a further right to appeal. Refer to the TAFE Queensland Student Rules