

SUPPLEMENTARY ASSESSMENT

Students are advised to read this document carefully in order to assess their grounds for making an application for supplementary assessment. Students are encouraged to refer to the course outline or check with the course coordinator to determine if an alternative form of assessment is available before applying for a supplementary exam.

Supplementary examinations are held to provide an opportunity to students whose academic performance was impaired by circumstances beyond their control in the primary examinations to demonstrate their true performance. The University of Adelaide's policy for supplementary examinations is outlined in the *Examinations Policy*, available on the University website at <http://www.adelaide.edu.au/policies/?465>. Schools and faculties must inform students of their policy on supplementary assessment and examinations at the commencement of teaching of each course.

Supplementary examinations may be granted on the following grounds:

- a) **Medical:** Where an illness or injury prevents a student attending an examination or significantly impairs his or her preparation for or performance in an examination.
- b) **Compassionate:** Where exceptional personal circumstances prevent a student attending an examination or significantly impair his or her preparation for or performance in an examination.
- c) **Medical/Compassionate:** Where a combination of illness or injury and personal circumstances prevents a student attending an examination or significantly impairs his or her preparation for or performance in an examination.
- d) **Academic:** Where the final results in a course come close to the Pass grade, and the student has not been previously offered redemption opportunities during the course. Refer to Section 4.12 of *Examinations Policy* available at <http://www.adelaide.edu.au/policies/?465> for more information.
- e) **Last course:** Where one final full-year course or one final semester course that could complete the program has been failed.

As a general rule, the University does not consider minor ailments such as colds and minor respiratory infections as sufficient grounds for being certified unfit to sit an exam. Some students' medical condition, illness and/or personal circumstances may entitle them to the examination concessions provided within the *Special Circumstances Examinations (Non-Medical) Policy* and the *Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy*. These policies are available on the University website at - <http://www.adelaide.edu.au/policies/?mode=browse;catid=24>.

Only those students who use the approved application form are eligible to be considered for supplementary assessment on medical or compassionate or medical/compassionate grounds. Applications must be accompanied by credible supporting documentation or evidence. In exceptional circumstances, and only when accompanied by credible supporting documentation or evidence, students who do not meet all of the application and/or certification requirements may apply to the relevant School or Faculty for supplementary assessment on medical and/or compassionate grounds.

When to Apply for a Supplementary Examination

Prior to the primary examination:

If a medical condition, illness and/or exceptional personal circumstance arises prior to the primary examination, the students are required to apply to the relevant School or Faculty **at the time of the occurrence or within 7 working days** of the occurrence.

During the primary examination:

If a medical condition, illness and/or exceptional personal circumstance arises during the primary examination, the students are required to notify an Exam supervisor at the venue, who will make a notation on the examination script booklet. To be eligible for consideration for supplementary assessment for the course, students must apply to the relevant School or Faculty **within 5 working days of the primary examination**.

All applications for supplementary assessment will be considered by a committee of School or Faculty examiners.

All offers of supplementary assessment on medical and/or compassionate grounds are **discretionary**, and the presentation of evidence (e.g. medical certificates) does not automatically entitle students to supplementary assessment on these grounds. Students are encouraged to attend the primary examination wherever possible.

Students will be notified in writing by the School or Faculty if a supplementary examination has been granted. For in-department examinations, the notification states the format of the examination, and the scheduled time, date and location. For centrally administered examinations, details will be available on the web. The official supplementary examination timetable is available on the Examinations Website at least 4 weeks before the supplementary examination period.

Grading

A student's attendance at a supplementary examination granted on **medical and/or compassionate** grounds constitutes acceptance of the offer of supplementary examination. The results of supplementary examinations offered on these grounds will be classified using the normal grading system. Where a student sits a supplementary examination on these grounds, any existing mark for the primary examination is cancelled and replaced by the mark for the supplementary examination, regardless of whether the latter is higher or lower.

The results of supplementary assessment based on **academic grounds** are not graded above the level of 50 Pass, except where a higher division Pass is required to proceed to the next level in a course.

All students receive a single final result for each course, whether or not a supplementary examination or other redemption work was necessary to achieve that result, and no indication of supplementary examinations or assessment appears on the students' final academic transcripts.

How to Apply

- **On medical grounds** (*Submit Parts 1 and 2a*)
Students must have an Australian registered medical practitioner complete the Certification form (Part 2a). The practitioner must clearly indicate the dates in which the student is deemed to be unfit to complete an examination.
- **On compassionate grounds** (*Submit Parts 1 and 2b*)
Students must complete the Supporting Statement form (Part 2b) and submit explanatory information in a statement or letter, with accompanying documentation, where relevant, to the School or Faculty Registrar.
- **On medical and compassionate grounds** (*Submit Parts 1, 2a and 2b*)
Students should provide evidence in accordance with both the medical and compassionate grounds outlined above.
- **On academic grounds**
Students do not need to apply for supplementary assessment on academic grounds. It is automatically offered to eligible students. Students should consult their School or Faculty for advice.
- **Last course**
Students must apply in writing to the School or Faculty Registrar.

Applicants must submit Forms Part 1 AND Part 2 to School or Faculty ASAP after onset of medical condition and/or exceptional personal circumstances

**SUPPLEMENTARY ASSESSMENT ON MEDICAL
OR COMPASSIONATE GROUNDS
APPLICATION FORM**



Applicants must submit Forms Part 1 AND Part 2 to School or Faculty ASAP after onset of medical condition and/or exceptional personal circumstances

PART 1 – To be completed by the Applicant

Student ID	Title	Given name(s)	Family name
Address:			Telephone
Email:			
Academic Program (e.g. BA Engineering): _____			
Academic Plan (e.g. BA Engineering (Chemical Engineering)): _____			
Grounds for application (circle one):			
Medical	Compassionate	Medical / Compassionate	Last Course
Supporting documents attached (circle):			
Yes	No	Forthcoming	

I request supplementary assessments in the following courses in Semester/Year: _____

Subject_Cat	Paper Title	School or Faculty	Date

Brief details of the grounds for requesting supplementary assessment(s):

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Date of onset of illness, injury and/or exceptional personal circumstances:

_____ **(MUST BE COMPLETED)**

DECLARATION BY APPLICANT:

I declare that I have read the *Examinations Policy* with regard to supplementary examinations and that the information provided by me in this form, and other documents provided in support of this application, are to the best of my knowledge, true, complete and correct. I understand that by signing this application form I accept the conditions outlined and consent to the release of relevant personal and enrolment information to relevant persons, Schools and Faculties within the University for any purpose related to the administration of my examinations and assessments. I understand that if any of the information provided in this form is subsequently found to be untrue, incomplete or incorrect, my application will be void.

SIGNATURE: _____ **DATE:** _____

**Part 2a AND/OR Part 2b must be completed and submitted
with the Application form**

Notes: (1) Students seeking a supplementary examination on medical or compassionate grounds, are required to apply to the relevant course coordinator(s), School or Faculty at the time of the occurrence or within 7 days of the occurrence. (2) As a general rule, the University does not consider minor ailments such as colds and minor respiratory infections as grounds for being certified unfit to sit an exam. (3) Presentation of evidence (e.g. medical certificates) does not automatically entitle students to supplementary assessment, but will be considered.

**PART 2a – To be completed by a Registered Medical Practitioner for applications on
MEDICAL grounds**

MEDICAL CERTIFICATE – CONFIDENTIAL

This student consulted me on/...../..... at am / pm.

I certify that this student:

- is suffering from
(diagnosis provided with student’s consent)
- is suffering from a medical condition of a confidential nature.
- states that:

This problem impaired the student’s academic performance (circle one)

Slightly Moderately Severely Indeterminate No impairment

From ____/____/____ to ____/____/____ (inclusive).

Comments:

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

Signature:

Insert Practitioner’s stamp OR

Name: _____
Practice: _____
Address: _____
Telephone: _____
Medicare Provider No: _____

PART 2b – To be completed by the Applicant for applications on COMPASSIONATE grounds

SUPPORTING STATEMENT(S)

In support of my application on compassionate grounds I have obtained letter(s) / statement(s) from:

In Support 1	
Name:	
Position:	
Address:	
Telephone:	
Documentation:	attached / forthcoming (<i>circle one</i>)

In Support 2	
Name:	
Position:	
Address:	
Telephone:	
Documentation:	attached / forthcoming (<i>circle one</i>)

SIGNATURE OF APPLICANT: _____

DATE: _____