Supplementary Assessment Policy and Procedure

Policy Id	T005
Previous versions	12 August 2014; 3 July 2018; 7 October 2021
Current version	Approved by Academic Board, 5 November 2024
Scheduled review date	November 2027
Threshold Standard	1.3 Orientation and Progression
Responsible person/s	CEO
Appendix A	List of amendments

1. Introduction

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..

2. Purpose

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.

3. Scope

This policy applies to all enrolled students.

4. Definitions

4.1 Student refers to a student enrolled in an Award Course at the ACSA.

4.2 Summative assessment is a quantitative result that contributes to the student's overall final grade for a course.

4.3 Supplementary assessment is 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.

5. Policy

Students are eligible to apply for supplementary assessment if they did not complete or are unable to complete an assessment task for a unit based the circumstances outlined in Item 7.1.

Supplementary assessment consists of a new or modified assessment task to be determined by the lecturer, in consultation with academic leadership. The supplementary assessment task must align with the stated assessment criteria in the course outline.

ACSA will seek to ensure that all requests for supplementary assessments are dealt with fairly, constructively, promptly and with due regard for confidentiality.

Requests for supplementary assessment withdrawn by a student will be considered resolved.

6. Responsibilities

The Chief Executive Officer (CEO) of ACSA is responsible for ensuring that staff follow the policy and procedures for responding to applications for supplementary assessment.

The Student Liaison Officer is responsible for assisting students who wish to request a supplementary assessment under this policy.

The Academic Administration Manager (AAM) is responsible for approving requests for supplementary assessments under this policy.

7. Procedure

7.1 Grounds for Applying for a Supplementary Assessment

A student may apply for a supplementary assessment on medical or 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, ACSA does not consider minor ailments such as colds and respiratory infections as sufficient grounds for supplementary assessment.

Supplementary assessments may also be implemented as part of a student's Study Support Plan, as per the *Students with Disability Policy & Procedures*. In these cases, the supplementary or modified assessment tasks are approved by the Academic Director in consultation with the student and lecturer, and the steps detailed in Items 7.2 and 7.3 are not required.

7.2 Application for Supplementary Assessment

A student may request a supplementary assessment by completing the official application form (available on ACSA's website). The completed form and supporting documentation must be submitted to the AAM. 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.

In cases where supplementary assessment is arranged as part of a Study Support Plan, the lecturer or Student Liaison Officer can submit the application for supplementary assessment on the student's behalf.

7.3 Notification of Outcome of Application

Once the request has been received, the AAM will determine if there are grounds for a supplementary assessment, in consultation with the lecturer.

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

- the application is unsuccessful; in which case the student will be informed of the reasons for the decision, or
- 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.

7.4 Assessment and Grading of Supplementary Assessment Task

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

The full range of grades will be available for a supplementary assessment task.

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 in the Student Grievance Policy for appeals against a decision not to grant a supplementary assessment or 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.

RELATED DOCUMENTS

- *Course Unit Assessment Policy & Procedures*
- *Students with Disability Policy & Procedures*

APPENDIX A: Policy Amendments

1. Version 1: Approved by the Academic Board on 12 August 2014
2. Minor amendments in accordance with new policy template: 3 January 2018. Approval not required
3. Version 2: Review and update with changes to Item 4, 5, 6, and 7. Approved by the Academic Board on 3 July 2018.
4. Version 3: Minor changes to application process outlined in Items 7.1 and 7.2.
5. Version 4: Updates to supplementary assessment process for students on Study Support Plans, in line with the *Students with Disability Policy & Procedures*.