

SUPPLEMENTAL ASSESSMENT (CREDIT FOR FAILED COURSES)

A Supplemental Assessment is the opportunity for a student to obtain credit for a course they have failed by completing additional course requirements as determined by the instructor. If a supplemental assessment is granted, the original failing grade will remain on the student's academic record. A notation of "P" or "F" will be shown beside the original failing grade to show that a supplemental assessment was granted and whether the outcome resulted in credit (P) or not (F).

The Academic Review Sub-Committees will only consider granting a supplemental assessment if at least one of the following special circumstances applies:

1. the course is failed in the graduating semester (if a supplemental assessment is granted and successfully completed, convocation will most likely be deferred until the following semester);
2. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
3. the course is of such a nature that there is no permissible substitute or alternative available to the student within the following three semesters, or within a time period that includes the graduating semester; or
4. the course is a required two-semester course that cannot be taken and completed within the following three semesters, or within a time period that includes the graduating semester.

In addition to the above requirements, a supplemental assessment is only granted when appropriate and feasible. Therefore, it is unlikely that any student with a final grade of less than 40% would meet the requirements of the granting of a supplemental assessment and the decision to grant the assessment will normally be made in consultation with the instructor and a review of the student's course performance during the semester.

Students must apply to their Program Counsellor for a supplemental assessment no later than the fifth day of classes of the semester following the failure.

Procedures for Supplemental Assessment

1. Students must request a supplemental assessment by submitting the request to their Program Counselor no later than the fifth class day of the semester following the failure. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the course selection period.
2. The Academic Review Sub-Committee, upon receiving a request from the student, will consult with the course instructor to obtain the student's performance record for the course, the instructor's recommendation concerning the appropriateness and feasibility of a supplemental assessment, and the conditions that would be necessary to ensure that the requirements for the course are fulfilled.
3. The Academic Review Sub-Committee will consider the request and decide whether or not to grant a supplemental assessment.
4. Enrolment Services will inform the student and the Department Chair of the Academic Review Sub-committee's decision. It is the responsibility of the Department Chair/Director to advise the

appropriate instructor if the supplemental condition has been granted.

5. An instructor should not proceed with any supplemental assessment for a student until official notification of the granting of the assessment has been received from the Academic Review Sub-Committee or the Office of Registrarial Services.
6. If the Academic Review Sub-Committee approves the request, the instructor responsible for the course will determine the nature of the assessment, which could be a written exam, an oral exam, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.
7. The instructor will complete a Terms of a Supplemental/Deferred Condition form advising the student of the exact nature and due dates of the supplemental assessment.
8. If the instructor is unavailable to determine the details of the supplemental assessment, the Chair/Director of the Department of the department/school offering the course will take the necessary steps to assist in determining the requirements for completing the supplemental assessment.
9. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination, the instructor will indicate this on the recommendation to the Academic Review Sub-Committee. If the exam is significantly different from another two-hour exam already completed by the student, the instructor must make this clear on the Terms of a Supplemental/Deferred Condition form provided to the student. For example, if the student had originally been assessed on a final exam covering only the last four weeks of the semester, and is now to be assessed on a comprehensive two hour exam, the nature of the new examination must be communicated to the student at the time the Terms of a Supplemental/Deferred Condition form is completed. The supplemental assessment should be completed by at least the thirtieth class day of the semester following the failure.
10. The student must contact the instructor within five days of notification in order to clarify the details of the supplemental condition.
11. The instructor will promptly mark the supplemental assessment and will forward to the Chair/Director an indication as to whether the student has passed or failed the supplemental assessment. The Chair/Director will initial the instructor's decision and forward it to Enrolment Services, Office of Registrarial Services, by the date indicated in the request letter.
12. Enrolment Services, Office of Registrarial Services, will charge the fee for the supplemental assessment (refer to Chapter VI - Schedule of Fees) and update the student's record where appropriate with the results of the completion of the supplemental assessment.