

# SUPPLEMENTAL ASSESSMENT PROCEDURES (ALSO SEE FAILED COURSES)

A student must apply to the Academic Review Sub-Committee for a supplemental assessment no later than the fifth day of classes of the semester following the failure (see Failed Courses in this section). In considering the request, the Academic Review Sub-Committee will consult with the course faculty to obtain information on the student's performance during the course, the faculty's recommendation concerning the appropriateness and feasibility of a supplemental assessment, and the nature of the supplemental assessment. If the Academic Review Sub-Committee approves the request, the faculty (or Program Head in the absence of the faculty) 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.

## Student's Responsibilities

The student must request a supplemental assessment by submitting the request for academic consideration to the Academic Review Sub-Committee no later than the fifth class day of the subsequent semester. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the add period. The granting of the request is normally limited to the described special circumstances having due regard for the student's performance in the course. Course requirements and the student's previous performance may play a significant role in determining whether a supplemental assessment is appropriate and/or feasible.

In the case of an examination supervised by the Office of Registrarial Services, it is the student's responsibility to appear on the correct date and time as designated by the Office of Registrarial Services.

If the requirement is beyond an examination supervised by the Office of Registrarial Services, the student must contact the faculty within five days of notification in order to clarify the details of the condition. Students are advised to have the faculty complete a form indicating the exact nature and due dates of the supplemental requirements, which may also include the satisfactory completion of an examination supervised by the Office of Registrarial Services (refer to Section III - Schedule of Dates (<https://calendar.uoguelph.ca/guelph-humber-calendar/schedule-dates/>)). If the student is unable to make contact with the faculty, the Program Head responsible for offering the course must be contacted. If the required contact is not made the University will assume that the student does not intend to complete the requirements, and the supplemental assessment will be cancelled.

## Academic Review Sub-Committee's Responsibilities

The Academic Review Sub-Committee, upon receiving a request from the student, and after consulting with the faculty and reviewing the student's course performance, will determine whether a supplemental assessment should be granted. When a supplemental assessment has been requested, but not granted, the Campus Registrar, will inform both the student and the faculty. Similarly, when a supplemental assessment

has been requested and granted, the Campus Registrar will advise the student and the faculty of the decision.

## Faculty's Responsibilities

Faculty 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 Campus Registrar. Upon request from the Academic Review Sub-Committee, the faculty will provide the performance record of the student for the course, make a recommendation as to the appropriateness and feasibility of a supplemental assessment, and indicate clearly the conditions that would be necessary to ensure that the requirements for the course are fulfilled.

If the Academic Review Sub-Committee grants consideration, and upon request from the student, the faculty will complete a form advising the student of the exact nature and due dates of the requirements for the supplemental assessment. If the requirement includes, or takes the form of, the satisfactory completion of a two-hour examination, the faculty will have indicated 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 faculty must make this clear on the 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 needs to be communicated directly to the student at the time the supplemental assessment is granted.

Within seven days of completion of the supplemental assessment requirements, the faculty will forward to the Campus Registrar an indication as to whether the student has passed or failed the supplemental assessment. The supplemental assessment should be completed by at least the thirtieth class day of the semester following the failure.

## Program Head's Responsibilities

In the case where the Academic Review Sub-Committee or student is unable to make contact with the faculty to determine the details of the supplemental assessment, the Program Head should take the necessary steps to assist in determining the requirements for completing the supplemental assessment.

The Program Head will initial all decisions submitted by faculty upon the completion of a supplemental assessment by individual students (i.e., pass or fail). These decisions will be forwarded to the Campus Registrar, by the thirty-sixth class day of the semester following the failure.

## Campus Registrar's Responsibilities

To prepare an examination timetable for those students granted a supplemental assessment that includes, or takes the form of, a two-hour sit-down examination and to inform the student and faculty of the date, time, and location of any examination to be supervised by them. Examinations scheduled as part of the supplemental assessment process are normally scheduled during the deferred examination period (refer to Section III - Schedule of Dates (<https://calendar.uoguelph.ca/guelph-humber-calendar/schedule-dates/>)). The Campus Registrar is also responsible for invigilating these examinations (or arranging for appropriate invigilation) and forwarding the examinations to the faculty for evaluation.

2 Supplemental Assessment Procedures (also see Failed Courses)

Results of the completion of the supplemental assessment will be posted on WebAdvisor and updated on the student's record where appropriate.