



### HE Supplementary Assessment and Exam Policy and Procedure

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## Purpose

- (1) The purpose of this Policy is to outline the types of assessment for which a student may apply, or which may be granted, to enable a student to maintain their academic progress following receipt of initial results that do not meet passing grade requirements

## Scope

- (2) This Policy applies to courses offered within all Higher Education Award coursework courses. It does not apply to VET-based or non-award courses.

## Definitions

- (3) **Assessment:** Lyons College defines assessment as the methods and procedures by which a student's academic progress and standard, at a given time, are measured.
  - a. formative — assessment that provides feedback to the student during the learning experience;
  - b. summative — assessment that is focussed on the outcomes of the learning experience.
- (4) **Conceded pass:** A 'Pass' grade granted to eligible students who obtain a result in the range 40% - 49% in a unit which is the last required to complete a course of study.
- (5) **Moderation:** A process of peer review to reach consensus on expected standards for student outcomes at different grade levels, relative to the level of the course or unit.
- (6) **Modified Assessment:** An adjustment or alteration to the standard conditions or format of assessment to accommodate a student's individual or special needs. It can apply to any formal assessment task or examination. Modifications can include the time allowed to complete the assessment; the conditions under which the assessment is completed; or any aids or assistance required by the student.
- (7) **Supplementary assessment:** "Second-chance" assessment offered to students who barely fail a unit of study (45 - 49%). Supplementary assessment is not the same as modified assessment, which refers to first-chance assessments provided at a different time to eligible students which refers to assessment with altered conditions to accommodate a student's individual needs

## Policy

- (8) Lyons College will offer supplementary assessment for Units where available and the student is eligible. When final unit results are marginally inadequate for a pass, the following arrangements may apply.
- a. Supplementary assessment (or re-submission)
  - b. Conceded pass

## Part A - Roles and Responsibilities

- (9) **Academic Board** - Responsible for determining the requirements for a supplementary assessment and conceded pass in units as required by the relevant HE Courses.
- (10) **Dean**- Responsible for deciding whether to grant a supplementary assessment or assessments and approving the form of the assessment task(s).
- (11) **Course Coordinator** or **Unit Learning Facilitators**- Responsible for ensuring the course based criteria are satisfied for a supplementary assessment.

## Part B - Supplementary assessment

### Eligibility

- (12) To be granted supplementary assessment, the student must have
- a. submitted assessment tasks meeting each of the unit learning outcomes unless otherwise approved with special consideration form.
  - b. achieved a total unit assessment mark of 45-49% (or equivalent results in ungraded units), and:
  - c. an attendance of at least 50% in face to face classes.

### Form of Supplementary Assessment

- (13) The supplementary assessment task (or tasks) must take the form, as closely as possible, of the assessment task that was failed. The choice of tasks is at the discretion of the Unit Learning Facilitator but should provide equivalent opportunity to demonstrate learning outcomes at the appropriate level.
- (14) Supplementary assessment task(s), including examinations, must be equivalent, though not identical, to the initial assessment task(s). The assessment tasks or exams will be checked and authorised by the Unit Learning Facilitator or Course Coordinator

### Process for conducting supplementary assessments

- (15) Students will be formally advised as soon as is practicable that they have been offered supplementary assessment and the form of the supplementary assessment task(s).

- (16) If the supplementary assessment task takes the form of an examination, the time and place of the examination will be provided a minimum of two (2) working days before the examination takes place.
- (17) Where the supplementary assessment takes another form, the Unit Learning Facilitator will provide information to the student on the assessment task and its required completion date as early as possible.
- (18) There can only be one attempt at a supplementary assessment task.
- (19) Upon successful completion of a supplementary assessment task(s), the final grade awarded for the assessment task will be 'Supp Pass' with a mark of 50%, which in turn will only attract an aggregate (total) score of 50% (for the unit).
- (20) Supplementary assessment results will, as far as practicable, be reported in a timely manner in order to enable students to enrol for subsequent semesters.

### **Conceded pass**

- (21) A conceded pass will only be offered where all the following conditions apply:
- The student has achieved a mark of 40% - 49% in the unit.
  - The student has submitted assessment tasks meeting all Unit Learning Outcomes for the unit.
  - The unit represents the last 10 credit points needed to complete the course and obtain the qualification.
- (22) A conceded pass will be recorded as a (Pass) grade. The numeric marks remain unchanged.
- (23) LTC and Academic Board will be responsible for determining the eligibility and awarding of conceded passes in units as required by the relevant Course Coordinator or person specifically nominated by the College Dean.
- (24) The decision will in most cases be made within ten (10) working days of completion of moderation processes for the relevant assessment (unless exceptional circumstances apply), and prior to grade publication.
- Students qualifying for a conceded pass will be formally notified that they have been awarded a conceded pass and advised of the conditions applying to conceded passes.
  - Students may decline a conceded pass by advising the Course Coordinator in writing within five (5) working days of the date of notification.

