

Supplementary Assessment (Faculty of Information Technology policy)

(1) For students enrolled in FIT **undergraduate** courses, supplementary assessment will be granted to a student who satisfies both of the following criteria:

- (a) The student's current enrolment program would satisfy the requirements for graduation. This is satisfied if the student can demonstrate that he or she is in the *final academic year* of the course. For the purpose of this policy, the final academic year means the final two semesters of the course.
- (b) Either:
 - i. The student has been awarded a grade of 2 where a grade of 3 is required for course completion; or
 - ii. The student has been awarded a grade of 3 where a grade of 4 is required for course completion.

A student may be granted supplementary assessment in a maximum of TWO units in the final year of the course.

(2) For students enrolled in FIT **postgraduate** courses, supplementary assessment will be granted to a student who satisfies both of the following criteria

- (a) The student's current enrolment program would satisfy the requirements for graduation. This is satisfied if the student can demonstrate that he or she is in the *final semester* of the course.
- (b) Either:
 - a. The student has been awarded a grade of 2 where a grade of 3 is required for course completion; or
 - b. The student has been awarded a grade of 3 where a grade of 4 is required for course completion.

A student may be granted supplementary assessment in a maximum of ONE unit in the final semester of the course.

(3) Upon the official release of final results, students whom are eligible for supplementary assessment will have a recorded grade of 'SA' against their unit(s), should they be in their final semester.

(4) Students who are not in their final semester but deemed that they satisfy the Faculty and University supplementary assessment criteria must contact the Faculty within **seven (7) days of the official release of the final results**, to request for a supplementary assessment. The request will be considered by the Faculty in accordance with the policy. Should a supplementary assessment be granted, the Student Services Manager will notify the student of the outcome and liaise with the relevant unit coordinator for the assessment. For the purpose of this policy, 'final results' does not include deferred examination results.

The only grades that will be recorded following supplementary assessment are S3 (supplementary pass) or S2 (supplementary fail)