

Institution	Universal Higher Education (UHE)
Policy name	Supplementary Assessment Policy
Policy Governance	Academic Board

1. Introduction

Supplementary assessment is designed to provide students with additional time for private study followed by the opportunity to demonstrate successful achievement of the major learning outcomes of a course. The supplementary assessment item is not required to take the same form as the original assessment item and should be new and substantially different in detail.

2. Policy principles

Supplementary assessment is provided to support course progression and is designed to create opportunities for students to complete requirements for their qualification. Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to provide further opportunity to demonstrate that the student has achieved the required learning outcomes of the subject.

3. Granting of supplementary assessment

Students may be granted supplementary assessment in a limited number of cases where a grade of 3 has been achieved. The following rules will apply:

- student must achieve between 45% and 49% in the subject
- student must pass more than one assessment item in the subject

Supplementary assessment will not be granted on subjects undertaken in non-award courses.

4. Application for supplementary assessment

Students are responsible for making applications for supplementary assessment. Students will be provided with timely, accurate information and advice to assist them in their decision making about applications for supplementary assessment. Applications should be submitted immediately (normally within five working days) following release of the final result for a subject.

5. Grades following completion of supplementary assessment

Students who successfully complete supplementary assessment requirements will be awarded the grade of 4. Where supplementary assessment is not successfully completed, the original grade of 3 will be reinstated.

6. Transfer between courses

Where students transfer between UHE courses, supplementary assessments that have already been granted for subjects being credited towards the second course will count towards the maximum number of supplementary assessments allowed for the second course.