



## **SUPPLEMENTAL ASSESSMENT POLICY**

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead: Executive Director, Registrarial Services

Effective Date: 2007-09-01

Date of Last Approval: 2024-11-20

### **POLICY STATEMENT:**

During a student's academic career, there may be occasions when the student's performance results in a failing grade for a course and this failing grade prevents students from progressing in their studies. Conestoga grants students the opportunity to raise this grade to the minimum passing grade under specific circumstances.

### **SCOPE:**

This policy applies to all students in postsecondary programs and courses.

### **DEFINITIONS:**

#### **Academic Misconduct Violation**

An "Academic Violation" is a general term encompassing all possible academic integrity incidents, including warnings and offences.

#### **Academic Team**

Includes the Deans, Chairs, Program Coordinators, and faculty members who are responsible for academic content and delivery.

#### **Course Learning Outcomes**

Terminal statements that indicate what a student is reliably expected to demonstrate at the end of a course and upon which they are formally evaluated through grade allocation.

#### **Evaluation**

Any evaluation contributing marks toward a student's final grade. This includes, but is not limited to, assignments, tests, exams, quizzes, and projects.

**Faculty Member**

Faculty are person/s responsible for the teaching/learning process. This includes technologists who, under the direction of faculty, perform specific functions related to the academic process.

**Official Transcript**

An official academic record produced by the Office of the Registrar which reports a student's cumulative academic record, courses and credits taken, grades or achievement levels obtained, and credentials earned.

**Supplemental Assessment**

A Supplemental Assessment is an opportunity for a student to demonstrate having met course outcome(s) to earn credits for a course they have failed by completing additional course requirements as determined by their faculty. The assessment may be an exam, final assignment, project, or other evaluation as determined by the faculty.

**Term Weighted Average**

An average based on all courses within the specified term. This is represented as a percent value and is printed on the transcript and achievement records.

**POLICY:**

1. Opportunities for a Supplemental Assessment will arise after the posting of a final failing grade for a student in a course.
  - 1.1. The Supplemental Assessment will take the form appropriate to the failed course and align with Course Learning Outcomes.
    - 1.1.1. The content and format of the Supplemental Assessment are determined by the Academic Team.
      - 1.1.1.1. The Supplemental Assessment may be comprehensive in nature or require the student to repeat failed parts of the course.
2. The student must request a Supplemental Assessment within 5 business days after the final course grade is posted to the Official Transcript.
3. Students will be required to pay the supplemental fee as established by the Registrar's Office.
4. Not all courses may be eligible for a Supplemental Assessment.
  - 4.1. The course eligibility must be noted on the official course outline.
  - 4.2. Typically, Supplemental Assessment are not permitted in skills-based/lab-based courses, capstone courses, or work-integrated learning (WIL).

**Eligibility Criteria for a Supplemental Assessment**

5. Supplemental Assessments are not granted in a course(s) where the student has been found guilty of an Academic Misconduct Violation, which may include a warning.

- 5.1. Typically the student must have completed all of the term work in the course in which they have received the failing grade.
- 5.2. The student must have an overall Term Weighted Average, as noted on the student's Official Transcript, equivalent to the passing grade for the course.
  - 5.2.1. If the passing grade is 55%, the Term Weighted Average must be no less than 55%
  - 5.2.2. If the passing grade is 60%, the Term Weighted Average must be no less than 60%
  - 5.2.3. If the passing grade is 65%, the Term Weighted Average must be no less than 65%
  - 5.2.4. If the passing grade is 70%, the Term Weighted Average must be no less than 70%
  - 5.2.5. If the passing grade is 75%, the Term Weighted Average must be no less than 75%
  - 5.2.6. If the passing grade is 80%, the Term Weighted Average must be no less than 80%
- 5.3. Students who are on probation are not eligible to apply for a Supplemental Assessment.
- 5.4. The student's final grade in the course, as officially posted, must be within 3% of the required passing grade for the course. (E.g., in courses where the passing grade is a 55%, the student must have a minimum final grade of 52%.)
6. Students are eligible to apply for a maximum of one (1) Supplemental Assessment each term and only if the failure in the course prohibits them from progressing to the next semester in their program.
7. If a Supplemental Assessment is granted and the student passes the Supplemental Assessment, they will receive the minimum passing grade for the course.
  - 7.1. The original failing grade will not be recorded on the student's Official Transcript if the student passes the Supplemental Assessment.
  - 7.2. Failure in the Supplemental Assessment will result in no change to the original course grade.
8. The final grade as a result of the Supplemental Assessment is ineligible for appeal.
9. Any of these criteria may be waived given exceptional circumstances and with approval of the Dean/Executive Dean and consultation with the Registrar.

## **RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

Supplemental Assessment Procedure  
Supplemental Assessment Request Form  
Marks/Academic Decision Change Form

## **REVISION LOG:**

2007-08-14	Academic Forum
2009-07-23	Academic Forum
2011-01-21	Policies and Procedures Committee
2011-01-26	Academic Coordinating Committee
2019-06-20	Academic Forum
2020-08-21	Academic Forum
2024-05-01	Academic Forum
2024-05-08	Academic Coordinating Committee
2024-11-13	Academic Forum – Minor Amendment
2024-11-20	Academic Coordinating Committee - Minor Amendment