



SUPPLEMENTAL ASSESSMENT PROCEDURE

Approving Authority: Academic Coordinating Committee

Policy Lead: Vice President, Academic Administration

Administrative Contact: Academic Administration

Defining Policy: Supplemental Assessment Policy

Effective Date: 09/01/2007

Revision Date: 09/01/2024

PROCEDURE STATEMENT:

Students may be eligible for a Supplemental Assessment based on the criteria identified in the Supplemental Assessment Policy.

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.

RESPONSIBILITIES:**Academic Team**

- Publish the Supplemental Assessment eligibility on the course outline.
- Post the final grade for the course.
- Make the academic decision as to determine whether the student meets the stipulated criteria for a Supplemental Assessment.
- Administer the Supplemental Assessment

Registrar's Office

- Create and maintain the Supplemental Assessment Request Form for all Supplemental Assessments.
- Consult with the Academic Team, when requested, to determine whether the student meets the stipulated criteria for a Supplemental Assessment.
- Withdraw a student from a course or program when they are not successful in a Supplemental Assessment.
- Publish the final grade for courses where a Supplemental Assessment has been granted.

Students

- Submit the Supplemental Assessment Request form.
- Pay the Supplemental Assessment Fee, if approved.
- Complete the Supplemental Assessment as per the instructions received.

PROCEDURE:

1. The student must formally submit a Supplemental Assessment Request Form within 5 business days of the posting of final grades for a term to the Official Transcript.
2. Student would be notified of eligibility to write Supplemental Assessment within 5 business days.
 - 2.1. There is a fee of \$40.00 if the Supplemental Assessment is granted. The required fee will be added to the student's account once the Supplemental Assessment is approved.

3. The Academic Team determines the appropriate format and, where applicable, establishes the deadline and the conditions under which the Supplemental Assessment needs to be completed.
 - 3.1. The terms of the Supplemental Assessment are documented on the Supplemental Assessment Request Form. The form is signed by the student and the approved member(s) of the Academic Team.
4. Typically, the Supplemental Assessment must be completed before day 10 of the subsequent term.
5. Students who are awaiting the outcome of a Supplemental Assessment are able to register in the next semester of their program and register in all regular courses.
 - 5.1. In the case, where a student enrolls in the next semester of their program and does not achieve a passing grade on the course where they were awarded a Supplemental Assessment, they will be withdrawn from the course or program if they are no longer qualified to attend.
6. The Academic Team communicates the outcome of the Supplemental Assessment to the student and, if the student is successful, submits the Marks/Academic Decision Change Form to the registrar's office.
7. The final grade for a course in which a Supplemental Assessment has been granted and passed, is the minimum passing grade for the course.
 - 7.1. Students who have been awarded a Supplemental Assessment are not eligible for an Academic Appeal of the course.

RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Supplemental Assessment Policy
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