

Request for Supplementary Assessment

This form must be returned to the Student Centre in Building 1

To be eligible for supplementary assessment in a unit your final mark for the unit must have been within 5% of the passing mark and you must have passed all other units needed to meet the requirements of your degree.

Student Details

Full Name: _____ ID Number: u _____

To be notified of your application outcome, please ensure that your contact details, including a mobile number are correct on myUC.

Unit Details

Unit code: _____ Unit Title: _____

Student Declaration

I undertake not to disclose or seek from any person, information on the contents of any examination or other form of assessment. I have read and understand the information about the supplementary assessment process on the back of this form.

Signature: _____ Date _____

Are you registered with the UC Inclusion & Engagement Office Y N

Unit Convener Endorsement

I certify that this student was awarded a final mark within 5% of the passing mark for this unit and I have confirmed that this is the last unit required for their degree.

Type of Supplementary Assessment:

Examination to be arranged by the Examinations Office
(Please submit the completed form to the Student Centre in Building 1)

OR

Other assessment to be arranged by the Unit Convener (e.g. oral or take-home exam, essay etc.)
(Please retain this form for faculty use – it does not need to be submitted to Student Administration.)

Print Name: _____ Ext _____

Signature: _____ Date _____

Lodgement of Form

Once the form has been signed by the Unit Convener please submit it to the Student Centre located on the concourse in Building 1.

Postal Address
Timetabling and Examinations Office
Student Administration
UNIVERSITY OF CANBERRA ACT 2601

Eligibility

To be eligible for a supplementary assessment:

- The failed unit must be the final unit required to complete the academic requirements of your course; and
- You must have passed all other units studied in the current semester; and
- The final mark awarded for the failed unit must be within 5% of the passing mark.

Please Note:

- You will **not** be able to attend graduation at the end of the current semester. If you successfully complete the supplementary assessment you will graduate at the end of the next semester (graduation ceremonies are held in March and September).
- Supplementary assessment is only assessed on a pass or fail basis in the supplementary assessment task and in the unit.
- Once the final result is released there will be no indication on your academic transcript that supplementary assessment was undertaken.

Supplementary Examinations:

- Supplementary examinations will be organised by the Examinations Office in Student Administration.
- Supplementary examinations will only be scheduled during the deferred and supplementary examination period. Please see the Student Administration website for details www.canberra.edu.au/student-services
- You will be notified of your examination date via your UC student email and/or SMS. (Please ensure your correct mobile number is recorded on myUC.)
- It is your responsibility to confirm the supplementary examination date with the Examinations Office phone: 1300 301 727, email: exams@canberra.edu.au

Office Use Only

Confirmed last unit & only fail
for semester

Date _____

Initial _____

SX result entered in Callista

Date _____

Initial _____

Nominated Completion Period
changed in Callista

Date _____

Initial _____

Unit Convenor Name

Unit Convenor Notified

Date _____

Initial _____

Student notified Email SMS

Date _____

Initial _____