

Procedure Title Supplementary Assessment Procedures

Purpose To support the Supplementary Assessment Policy
(<http://www.arts.monash.edu.au/policy-bank/supplementary-assessment-policy.pdf>)

Process

1. Student completes the application form found at <http://www.arts.monash.edu.au/policy-bank/assessment.php>
2. Student submits form to the Arts Faculty Office on their home campus
3. Student Services assess the application
4. If student is eligible, Student Services notifies the Chief Examiner
5. Student Services notifies the student to contact the Chief Examiner
6. The Chief Examiner determines the appropriate form of assessment to be completed by the student, which must be completed by the end of the associated Supplementary and Deferred Examination Period and a result returned in line with the dates for that examination period.

Responsibility for implementation Student Services, ESEC, Chief Examiners

Approval Body

ESEC

Meeting number: 03/2011

Meeting date: 27 July 2011

Agenda item: 3.1.2

Endorsement Body

Faculty Board

Meeting number: 03/2011

Meeting date: 4 August 2011

Agenda item: 3

Date Effective Semester 1 2011

Next Review Date 2014