

Assessment Procedure - Supplementary Assessment for Hurdle Requirements

Section 1 - Background and Purpose

(1) The purpose of this Procedure is to outline the eligibility criteria and methodology for supplementary assessment when a student has failed a hurdle assessment task.

Section 2 - Scope

(2) This Procedure applies to all coursework subjects on all campuses and in all modes of study.

Section 3 - Policy Statement

(3) Refer to the [Assessment Policy](#).

Section 4 - Procedures

(4) A student who has obtained a mark of 50% or greater for a subject but has failed a compulsory (hurdle) requirement for that subject is deemed to have failed the subject and is granted an additional assessment. If it is impractical to undertake an additional assessment task, such as when the failed hurdle is for a workplace-based assessment, the student is given an ungraded fail (F).

(5) The subject coordinator gives a student awarded supplementary assessment for a failed hurdle requirement a mark and the appropriate administrative grade of either:

- a. SAHE, if the additional assessment is to take the form of a centrally conducted examination; or
- b. SAHA, if the additional assessment is to take the form of a non-centrally managed examination or other assessment; or
- c. W if the grading schema for a subject is an ungraded pass or fail.

(6) SAHE or SAHA is granted by a subject examiner before an Examiners' Meeting.

(7) Eligible students are given a minimum of one week's notice of the additional assessment opportunity.

(8) Additional assessment is undertaken at the end of a progression period or the teaching period in which the subject is undertaken. The assessment is finalised (results recorded in the Student Information System) no more than five working days following the week in which central special examinations conclude.

(9) Exceptions to the timing of additional assessment must be made by the Deputy Director, Student Administration, in special circumstances where attending the scheduled special examination period would have a significant adverse

impact on a student.

(10) The final grade and mark for the subject shall not increase as a result of passing a second attempt at a hurdle assessment.

(11) If the additional assessment is failed or not completed, then the final grade for the subject will be an ungraded fail (F - no mark).

Section 5 - Definitions

(12) For the purpose of this Procedure:

- a. Hurdle Requirement: a condition that must be met by a student to be eligible to receive a passing grade in a subject. Hurdle requirements are not graded and do not contribute to the final grade.
- b. Progression Period: the period of study at the end of which a student's academic progress is formally assessed. A progression period may include more than one teaching period. Each subject enrolment will be assigned to a specific progression period according to the last day of the teaching period in which the subject is offered.
- c. Teaching Period: the period between the commencement and completion of teaching in a specific subject.

Status and Details

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