

# CSE Procedure for Supp Exams (proposed)

Author: Andrew Taylor

\*\* Published to Students \*\*\*

This document describes how the UNSW Assessment Implementation Procedure will be applied for students who can not undertake final exams in Computer Science & Engineering courses.

Courses with final exams will offer a supplementary exam to students who can not undertake the final exam *and* successfully apply for special consideration.

Students who can not undertake a supplementary exam *and* successfully apply for Special Consideration will be offered an alternate supplementary exam.

Consistent with UNSW Assessment Implementation Procedure further assessment will not normally be offered to students who do not undertake the alternate supplementary exam.

In exceptional cases, where the student has documented in an approved Special Consideration request, circumstances with significant impact extending over multiple weeks and overlapping the final exam, supplementary exam and alternate supplementary exams, and which prevents the student from undertaking all three exams, further assessment may be offered

Offers of further assessment will only be made if the student has satisfactorily completed non-exam assessment.

Offers of further assessment will not be made if the student has attempted the course more than once previously.

Students documenting separate short-duration impacts coinciding with all 3 exams will not be offered further assessment.

An example of exceptional circumstances where further assessment may be offered after the alternate supplementary exam would be hospitalization for an extended period preventing a student attempting all three exams.

In these exceptional circumstances, as described in the UNSW Assessment Implementation Procedure, students may be allowed to audit the next offering of the course and attempt the final exam of that offering. If the student does not undertake the final exam of the next offering, no further assessment will normally be offered.

The convener of a course may at their discretion in exceptional cases offer an alternative supplementary assessment instead of a supplementary exam or an alternate supplementary exam.

The convener of a course may at their discretion offer another form of supplementary assessment instead of an exam to all students offered further assessment in a course

\*\*\* Notes for Conveners - not published to Students \*\*\*

Auditing a course and taking the final exam of the next offering is only to a student's advantage if they successfully undertake the exam.

Where a student has made significant progress through their degree and other assessment offers confidence in the student's competency, consider reweighting their student's assessment to exclude the exam or offering alternative assessment.

For example, this may well be the most appropriate option for an elective taken by a final-year student.

It is, for example, likely not appropriate for a hurdle exam in a core course taken by a first-year student.

In cases where only a few students have been offered further assessment and you may opt to offer something other than an exam if you can do so equitably.