



Supplementary Examinations Policy

Definition

A Supplementary Examination (NS) may be awarded by a Board of Examiners as a concession to a student who has met each of the following conditions.

- i) An aggregate minimum mark of 46 per cent;
 - ii) Submitted all assessment items in the unit;
 - iii) Their academic behaviour in the unit's assessment tasks, including the final invigilated examination, has not contravened the Institute's Student Conduct policies;
 - iv) They have not been granted Supplementary Examinations in more than 25 per cent of Units undertaken at Holmes Institute during their degree.
- A Supplementary examination (NS) can only be deferred once.
 - In exceptional circumstances the Executive Dean, on behalf of the Academic Board, may vary the above policy. Any variations of this policy must be subsequently reported to the Academic Board.

Procedure

Where the Board of Examiners awards a Supplementary Examination, the notation NS will be listed against the unit/s on their final results. Note, students do not apply for a NS – it is granted. Where it is granted, notification may occur to the students Holmes email or via student management system, LUNA.

Students are required to attend the Supplementary Examination at a time and day scheduled by Holmes. Students who do not sit a Supplementary Examination will have their NS converted to a Fail (NX) Grade.

A Supplementary Examination may not be deferred unless the Executive Dean is satisfied that serious ill-health or other personal extraordinary circumstances precluded the student's attendance on the scheduled date. By the time of the next regularly scheduled (i.e. Trimester) Board of Examiners, any outstanding NS Grade will be changed to a Fail (NX) grade, regardless of the circumstances.

Outcome

- A student who attempts a Supplementary Examination (NS) will receive either a Pass Grade (achieved 50% or above on the supplementary examination) or Fail Grade (achieved less than 50% on the supplementary examination) for the unit.
- The outcome of the supplementary examination is final.
- A student, who does not attempt a supplementary assessment will be given the letter grade NX, which is a Fail grade.