



Supplementary Assessment Procedure

Please read carefully the following information about the supplementary assessment process. It is your responsibility to make sure that you understand this process and that you are aware of the procedures and rules.

1. Types of Supplementary Assessment

- ❖ Students will have the opportunity to undertake a supplementary assessment in each assessment item for which they have been assessed as Not Satisfactory (NS).
- ❖ Supplementary class tests will be conducted on the third Friday of each block. If you are eligible for a supplementary class test, you must arrive at the specified room at 9:00am on this day. Students who arrive after 9:00am will not be allowed entry into the room in which the supplementary tests are to be conducted.
- ❖ Supplementary assignments for each module will be available for collection from the Student Services desk on the second Friday of the block, at 9:00am.
- ❖ Supplementary practical assessment classes will be conducted during the breaks in classes between blocks 2 and 3, 4 and 5, and 6 and 7, and before summer classes begin. Notices providing details to eligible students will be placed on the notice board in the common room on the first Friday of each block.

2. Fees

- ❖ Students will be charged a fee of \$100 for each supplementary test they intend to attempt and for each supplementary assignment they collect.
- ❖ Students will be charged a fee of \$250 for each Commercial Cookery practical supplementary assessment class they intend to attend.

3. Receipts

- ❖ Upon payment of the supplementary assessment fee, students will be given a receipt which indicates the assessment item(s) for which a supplementary assessment fee has been paid.
- ❖ Students will be allowed entry to supplementary tests only if they present to the supervising staff member a receipt indicating that the supplementary assessment fee has been paid for the supplementary test(s) they wish to attempt. Students will not be able to make payment for the supplementary tests on the day of the tests.

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4. Collection of Supplementary Assignments

- ❖ Students will be given supplementary assignments after they have paid the supplementary assessment fee(s) for those supplementary assignments.
- ❖ Original supplementary assignment workbooks and cover sheets will be signed by a student services officer, dated, and stamped in red ink. The original must be submitted. No copies will be accepted. It is important that students understand they are undertaking a highly concentrated and intensive course of study which is the equivalent of a comparable two year TAFE course and will provide significant credit into a degree program in a related field of study. You will be putting in an average of 20 contact hours per week and you will need to back this up with a corresponding amount of time in private research and study if you aim to complete the course successfully. Effective time management is crucial. You should adhere to a pattern of regular study and strive to make these study sessions as productive as possible.

5. Submission of Supplementary Assignments

- ❖ Supplementary assignments must be submitted at the student services desk on or before 5:00pm of the third Friday of the block in which the supplementary assignment was collected. No supplementary assignments will be accepted after this time. Supplementary assignments must be attached to the assignment cover sheet the student was provided with upon payment of the supplementary assessment fee. Supplementary assignments will not be accepted without the assignment cover sheet.
- ❖ Upon submission of a supplementary assignment, students must sign the "supplementary assignments submission form". The student services officer will also sign this form.

6. No Refund Policy

- ❖ There is no refund available to students who do not attend a supplementary test for which a fee has been paid, or who are denied entry to a supplementary test for which a fee has been paid.
- ❖ There is no refund available to a student if the student does not submit a supplementary assignment by the due date.

7. Consequences of Non-Attendance or Failure

- ❖ Students who do not attend a scheduled supplementary test, are denied entry, who fail a supplementary test, or who do not pass a supplementary assignment, will be assessed as Not Yet Competent for the module. These students will be required to repeat the entire module.

CRICOS Provider Codes: Holmes Institute Pty Ltd VIC 02639M, NSW 02767C, QLD 02727M; Holmes Commercial Colleges (Melbourne) Ltd VIC 00898G, NSW 01313G, QLD 01646J; Holmes Commercial Colleges (Melbourne) Ltd T/A Holmes English Language Centre 00067C; Holmes Colleges Sydney Pty Ltd 00040C; Holmes Colleges Queensland Pty Ltd 01647G; Melsand Pty Ltd T/A Intensive English College 00168J.

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