

A Student Guide to Supplementary Final Assessments

1. A Supplementary Final Assessment based on a failed final assessment

- a. Students who failed a timed final assessment may qualify to write a Supplementary Final Assessment provided that:
 - The student received a minimum mark of 40% in the Final Assessment.
 - In addition, the final semester mark must be between 40%-47%
- b. Students who failed the final submission for a report or project may qualify to resubmit a Supplementary Final Assessment provided that:
 - The student received a minimum mark of 40% for the final submission.
 - In addition, the final semester mark must be between 40%-47%.

2. A Supplementary Final Assessment based on academic concession

Students experiencing circumstances beyond their control that affect their ability to complete the final assessment may apply in writing for an academic concession to complete a Supplementary Final Assessment. The following circumstances will be considered:

- A serious accident
- Unforeseen medical emergency at the time of the Final Assessment
- Hospitalisation due to illness at the time of the Final Assessment
- Bereavement
- Unforeseen disruptions beyond the control of the student:
 - Malfunctioning of a personal computer (eLearn queries are dealt with separately as result appeals)
 - Unforeseen prolonged power outage
 - Unrest/war

A Supplementary Final Assessment may be considered provided that:

- The student completed all the required assessments before the final assessment with a minimum average mark of 50%.

3. Documents required for Academic Concession

Certified copies of any relevant documentation as proof of unanticipated circumstances that prevented students from completing the final assessment must be submitted within 14 days of the final assessment date. These documents need to include contactable references for verification.

4. Circumstances that will not be considered for Supplementary Final Assessments

The following circumstances will not be considered for an academic concession:

- Work, volunteering, and extracurricular activities
- Vacations, social commitments, family events
- Transportation delays
- Course conflicts, teamwork conflicts
- Misreading a deadline/timetable, sleeping in
- Scheduled elective medical appointments
- Continuous technological difficulties
- Prolonged poor internet coverage
- Lack of planning
- Missing notifications or reminders
- Use of unsupported or out-of-date software
- International students who miss a deadline due to time zone differences.

Students should carefully review their academic calendar before making personal plans within any assessment period, as no consideration will be granted for personal plans causing a conflict with assessment schedules.

5. Supplementary final assessment dates

Supplementary Final Assessments will be scheduled twice per year and the dates will be published on the IMM Graduate School website. The IMM Graduate School cannot guarantee that final assessment timetable clashes will not occur.

6. Supplementary Final Assessment Rules

- a. The IMM Graduate School's assessment rules apply.
- b. The student should not have been found guilty of having breached academic ethics during the semester.
- c. The supplementary final assessment result will substitute the original result. The result is final and no result appeals for a supplementary final assessment will be considered.
- d. No script viewings or feedback reports are available.
- e. The Examiner has the prerogative to apply oral assessments if there are fewer than 5 students per module.
- f. Upon successful completion, the final semester mark for the module will be capped at 50%.
- g. Students approved for the Supplementary Final Assessment through academic concession must register and pay the applicable supplementary assessment fee.