Supplementary Examination Guidelines and Application Form

APPLICATIONS <u>MUST</u> BE SUBMITTED TO THE DEPUTY PRINCIPAL <u>IMMEDIATELY</u> AFTER FINAL RESULTS ARE RECEIVED

FAMILY NAME ..... OTHER NAMES .....

STUDENT ID ..... MOBILE PHONE .....

EMAIL .....

COURSE .....

Who may apply for a Supplementary Examination?

A student may apply for a supplementary examination if the student has:

(a) passed 15 out of 16 ACBT Advanced Diploma units; and

(b) the student has achieved a minimum unit mark of 45% for the failed unit that would have been the 16th unit, and the unit to complete the award.

Guidelines

1. A supplementary examination can only be granted once. **This is not negotiable**.
2. The Application form needs to be submitted within **2** working days from the release of results
3. The results of the supplementary examination will be the only results used to determine a pass or fail in the unit.
4. Absence from the supplementary examination **for any reason** will be deemed a fail.
5. Where a student
    a. attains a pass in a supplementary examination, the grade PS (Pass Supplementary) will be substituted for the original grade; and,
        i. where the original grade was 'N', the pass shall be assigned a percentage of 50 (eg, 47 N will go to 50 PS);
        ii. where the original grade was I, the pass will carry the original result but the 'I' will be replaced by 'PS' (eg 56 I will go to 56 PS);
    b. fails a supplementary examination, the grade of FS (Fail Supplementary) will be recorded on the student's transcript for that unit

<u>IMPORTANT NOTES</u>:

A fail in your supplementary examination will require you to re-enrol in the unit and complete the unit in full. Please note that the ability to take the unit again is subject to ACBT's progression rules.

A supplementary examination may cause delays in transferring to your next course/institution and/or delays in visa processing for students intending to transfer offshore.

Whilst ACBT will offer all possible assistance in this process, ACBT will not take responsibility should any such delays occur.

Are you eligible for a supplementary examination? Please circle responses.

1. Have you passed 15 out of 16 Advanced Diploma units? **YES / NO**

2. Did you achieve at least 45% in your 16th unit? **YES / NO**

I believe I qualify for a supplementary examination and **have attached a certified transcript** of my complete set of results. I understand that if approval is granted, this will be my one and only chance of taking a supplementary examination.

STUDENT SIGNATURE **.....** DATE **.....**

RECEIVED BY **.....** . DATE **.....**

OFFICE USE ONLY:

Student original result: **.....**

Student amended result: **.....**

Unit Coordinator: **.....**

Results Confirmed: YES / NO Approved by: **.....**
ABCT Deputy Principal

Database Adjustment: ..... DATE: .....
ACBT Student Records Manager

ACBT acknowledges the use of policy statement, structure and/or ideas from Edith Cowan University to develop the above guidelines.