



POLICY AND PROCEDURE STATEMENT

SUBJECT: Supplemental Examinations	CATEGORY: Student Services	NO. 1213
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PREAMBLE

Saskatchewan Polytechnic is committed to assisting students in achieving success in their chosen course of studies and recognizes that there are times when successful students perform poorly and, as a result do not pass a course. Supplemental examinations provide students with a reasonable opportunity to demonstrate competence in defined course knowledge and overcome an unusual course failure. The opportunity to write a supplemental examination is a privilege that is earned by a student when they have met the conditions of this policy.

POLICY

A student will be eligible to access final supplemental examinations in Saskatchewan Polytechnic credit courses if s/he has:

1. Achieved a failing grade within 10 marks of the passing grade for the course.
2. Achieved a grade within 20 marks of the passing grade of the single failed course in the final term of a program and is eligible to graduate if a supplemental examination is passed in this failed course.

Students may write no more than two supplemental examinations in a semester and no more than four supplemental examinations during a non-semesterized year.

This does not apply to apprenticeship level training, Basic Education courses, or those credit courses deemed ineligible by the program dean.

PROCEDURES

1. Students will be provided with the opportunity to write supplemental examinations in Saskatchewan Polytechnic credit courses (including credit courses delivered through continuing education) prior to the Academic Progress policy 1202 being applied.

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2. Supplemental examinations are generally available for all courses and are comprehensive in nature. If it is not suitable for a course to have a supplemental examination option (e.g., some practical, clinical or laboratory courses), students will receive notice at the beginning of the course, preferably within the course outline. The dean of the division must approve that the course is not eligible for a supplemental examination.
3. A student failing a course in which a supplemental examination is granted will be allowed to enrol and participate in subsequent courses (including courses which require the course in question as a prerequisite) until the results of the supplemental examination(s) are known.
4. A student will be notified of his/her eligibility to write a supplemental examination as soon as possible within a maximum of 10 academic days of the last day of exams for the class.
5. The time and location for the supplemental examination will be arranged by the home program head or designate and held as soon as possible after the completion of the course. Students will be given adequate advance notice to prepare for the supplemental exam (at least five academic days are recommended).
6. A student is allowed only one supplemental examination per registration per course. If the student wishes to persist in achieving credit after failing to pass a supplemental examination, s/he must re-enrol in subsequent offerings of the course in accordance with applicable policies and procedures.
7. If the student does not pass a supplemental examination and as a result is required to discontinue or required to withdraw from the program or subsequent courses, a refund of tuition and fees will be given for the courses in which the student was allowed to enrol and then required to withdraw.
8. The alphabetic descriptor accompanying the numeric failing grade assigned to a course eligible for a supplemental examination will be changed from (F) to (S) while the supplemental examination is pending. The descriptor will be changed to pass (P) or unsuccessful (U) after the examination has been written. The highest pass grade that will be assigned to a supplemental examination will be the minimum pass grade for the course. In the case of a failed supplemental, the mark used will be the higher of the original failing grade or the supplemental examination grade.
9. Normally fees are not assessed for supplemental examinations; however, where laboratory, administrative costs and/or testing materials are required, the supplemental examination may include a fee equal to cost of the materials.

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