



## **A Student Guide to Alternative Final Assessments**

The IMM Graduate School allow the following opportunities to students who were unsuccessful in the completion of the Final Assessment:

- Supplementary Final Assessment
- Chancellor's Examination
- Special Examination

### **1. Supplementary Final Assessment**

a. Students who failed a timed Final Assessment may qualify to complete a Supplementary Final Assessment provided that:

- The student received a minimum mark of 40% in the Final Assessment; and
- The student achieved a final semester mark between 40%-47% for the module.

b. Students who failed a Final Submission of a report or project may qualify for a Supplementary Final Assessment provided that:

- The student received a minimum mark of 40% in the Final Submission; and
- The student achieved a final semester mark between 40%-47% for the module.

Students who qualify need to register and pay the applicable fee by the closing date as published in the Calendar of Events.

### **2. Chancellor's Examination**

Students who failed the timed Final Assessment or Final Submission of a project or report of the last module remaining to complete their qualification may qualify to complete a Chancellor's Examination provided that:

- The failed module is the only module remaining to complete their qualification; and
- They must have submitted assignments and have completed the Examination.

Students who qualify need to register and pay the applicable fee by the closing date as published in the Calendar of Events.

### **3. Special Examination**

Students experiencing circumstances beyond their control that affect their ability to complete the Final Assessment may apply in writing to complete a Special Examination provided that:

- The student achieved an average minimum assignment mark of 50%; or
- The student provides proof of pre-authorisation to participate in Sharks Academy or UXI Sport sporting events.



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
- Participation in national or international sporting events
- 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 at the time of the Final Assessment
  - Unrest/war

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.

The following circumstances will not be considered for a Special Examination:

- 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 are required to 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.

Students who qualify are required to pay applicable fees by the closing date as published in the Calendar of Events in order to be registered for the Special Examination.



**4. Dates**

The dates for Supplementary Final Assessments, Chancellor's Examinations and Special Examinations will be scheduled twice per year and the dates will be published on the IMM Graduate School website.

**5. Rules and Regulations for Supplementary Final Assessment, Chancellor's Examinations and Special Examinations:**

- 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 result for a Supplementary Final Assessment, Chancellor's Examination or Special Examination will be capped at 50% and will substitute the original final result for the semester. Assignment marks will not count towards the final result for the semester. 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.