

Policy on Supplementary Exercises for Continuous Assessment Components

1. It is the policy of the School not to offer supplementary exercises for continuous assessment on illness or compassionate grounds, except in the case that a student has not completed sufficient exercises to demonstrate proficiency in the course material.
2. Where students have a medical certificate or can demonstrate compassionate grounds for not completing a continuous assessment exercise, the student will be assigned a mark, m , for that assessment exercise equal to:

$$m = \frac{M}{N} \times n$$

where

M is the class average in that assessment exercise

n is the student's total mark in all continuous assessment components completed by the student

N is the class average total mark for the same continuous assessment components and m will have a maximum value of the maximum mark available for that assignment.

3. The total number of marks assigned in this way may not exceed 50% of the total of all continuous assessment marks available for the course, nor exceed 25% of the total final mark.
4. Where a student exceeds these limits for legitimate medical or compassionate reasons, the following steps may be taken to determine the mark of the excess missing supplementary exercises:
 - a. If any of the missing components of assessment are optional components of assessment they will be assigned a mark of 0, and will not be included in the final assessment.
 - b. If after applying step a. there are still missing continuous assessment components exceeding the limits specified in 3. above, one or more supplementary exercises will be offered for this component, sufficient to reduce the total of missing components to below the limits specified in 3. The choice of supplementary exercises to be offered will be made by the Course Coordinator.
 - c. The remaining missing components will be assigned a mark as specified in 2.
5. When supplementary continuous assessment exercises are offered as specified in 4b. this may delay the finalisation of the student's mark for the course. If this occurs in the student's last semester of studies this may delay the student's graduation.