



Supplementary Final Assessment Policy

1. ASSESSMENT OPTIONS

- Only examination based modules are eligible.
- For project based modules, see PROJECT RESUBMISSIONS (#3) below.
- For Academic Literacy, see ACADEMIC LITERACY SUPPLEMENTARY ASSIGNMENT (#4) below.

2. SUPPLEMENTARY FINAL ASSESSMENT TYPES AND QUALIFYING CRITERIA

2.1 SUPPLEMENTARY FINAL ASSESSMENTS:

The following students are eligible for supplementary final assessments:

All criteria must be met:

- The student submitted assignments and achieved a minimum average of 50%
- The semester result (assignment and final assessment mark combined) must be 40% or more
- For modules which only have one assignment, a minimum of 50% is required.

2.2 MEDICAL SUPPLEMENTARY FINAL ASSESSMENTS:

The following students are eligible for the medical supplementary final assessments:

- If hospitalised during a final assessment AND
- The medical note specifically states that the student was hospitalised and not fit to complete a final assessment AND
- The final assessment date/s must be covered by the hospital documentation AND;
- The medical note must have an original signature and an original stamp AND;
- The student submitted assignment/s and the average mark for assignment/s is at least 50%. (If only one assignment was required for the module, the mark achieved must be 50% and above.)

2.3 SPECIAL CONCESSION SUPPLEMENTARY FINAL ASSESSMENTS

- Special Concession Supplementary Final Assessments will be considered on merit. One example is the recent death of an immediate family member
- It must be noted that work circumstances will not be considered as special concessions

2.4 NON-ELIGIBLE CIRCUMSTANCES

- Students who have passed a module and want to improve the mark are not eligible for the supplementary final assessment
- Students who have obtained less than 50% as the average mark for assignments, or less than 40% for a final semester mark will not be eligible to apply

3. PROJECT RESUBMISSIONS

- Re-assessments include projects, practicum, reports or Export Trade Strategy
- Having failed a project, practicum, report or Export Trade Strategy with a final semester mark of between 40% and 49%, students can register for a re-assessment and re-upload a corrected project, practicum, report or Export Trade Strategy on a specified date
- For modules which only have one assignment (and then a final submission which is regarded as the final assignment), a minimum result for the assignment of 50% is required.
- If successful, a maximum final semester mark of 50% will be awarded

4. ACADEMIC LITERACY SUPPLEMENTARY ASSIGNMENT

- Having failed Academic Literacy with a final semester mark of between 40% and 49%, students can register for a supplementary assignment
- For details about the supplementary assignment for AL/AL101C, please read the Tutorial Letter: Supplementary Assignment on eLearn

5. SUPPLEMENTARY FINAL ASSESSMENT DATES

- Supplementary Final Assessments will be scheduled twice per year during December and July as per the IMM Graduate School Calendar of Events, or as may be amended due to circumstances beyond the control of the IMM Graduate School.
- Supplementary Final Assessment dates specific to each module will be published after which applications to complete the supplementary final assessments must be made via the Student Portal
- 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. RULES

- The IMM Graduate School's standard rules for writing Examinations/Final Assessments apply
- The supplementary final assessment result will substitute the original result
- The supplementary final assessment result is final
- No result appeal process is available for a supplementary final assessment
- No script viewings are available
- No feedback reports are available
- The Examiner has the prerogative to apply oral final assessments if there are less than 5 students per module
- Upon successful completion, the maximum final semester mark awarded for any supplementary assessment will be capped at 50%. The assignment mark is excluded from this final result – only the supplementary assessment/resubmission result will make up the final semester result and will be capped at 50%

7. MARKING GUIDELINES

- Supplementary final assessment marking guidelines will not be made available for student viewing

8. APPLICATION PROCESS

- Only students who are eligible to write supplementary final assessments will be able to register via the Student Portal. ALL applications other than SPECIAL CONCESSION SUPPLEMENTARY FINAL ASSESSMENTS must be made online via the Student Portal
- Applications and payments must be made PRIOR to the closing date
- Only SPECIAL CONCESSION SUPPLEMENTARY FINAL ASSESSMENTS may be made using the Supplementary application form together with submitting the relevant originally certified documents no later than the online closing date. These applications will be considered on merit and the IMM Graduate School responses will be provided within 3 working days after the closing date. The decision of the IMM Graduate School will be final

All queries with regard to this communique must be directed as follows: -

- Emails to be sent to: supplementary@immgsm.ac.za
- Telephonic queries: Any IMM Graduate School office as listed on the IMM Graduate School website

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