



## **Supplementary Examinations Policy**

### **1. ASSESSMENT OPTIONS**

- Only examination based modules are eligible.
- For project based modules, see PROJECT RESUBMISSIONS (#3) below

### **2. SUPPLEMENTARY EXAMINATION TYPES AND QUALIFYING CRITERIA**

#### **2.1 SUPPLEMENTARY EXAMINATIONS:**

The following students are eligible for supplementary examinations:

All criteria must be met:

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

#### **2.2 MEDICAL SUPPLEMENTARY EXAMINATIONS:**

The following students are eligible for the medical supplementary examinations:

- If hospitalised during an examination or examination session AND
- The medical note specifically states that the student was hospitalised and not fit to write an examination AND
- The examination 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 EXAMINATIONS**

- Special Concession Supplementary Examinations 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 examination
- 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, Export Trade Strategy, Academic Literacy or the Work Integrated Learning modules
- Having failed a project, practicum, report, Export Trade Strategy, Academic Literacy or Work Integrated Learning with a final semester mark of 40%, students can register for a re-assessment and re-upload a corrected project, practicum, report, Export Trade Strategy, Academic Literacy or Work Integrated Learning assignment on a specified date
- For modules which only have one assignment (and then a final submission which is regarded as the examination), a minimum result of 50% is needed."
- If successful, a maximum final semester mark of 50% will be awarded

## **4. SUPPLEMENTARY EXAMINATION DATES**

- Supplementary examinations will be scheduled twice per year during December and July as per the IMM Graduate School Calendar of Events
- Supplementary examination dates specific to each module will be published after which applications must be made via the Student Portal
- Dates will be published on the IMM Graduate School website

- The IMM Graduate School cannot guarantee that examination timetable clashes will not occur

## **5. RULES**

- The IMM Graduate School's standard rules for writing examinations apply
- The supplementary examination result will substitute the original result
- The supplementary examination assessment result is final
- No result appeal process is available for supplementary examinations
- No script viewing is available
- No feedback reports are available
- The Examiner has the prerogative to apply oral examinations 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 examination/resubmission result will make up the final semester result and will be capped at 50%

## **6. MARKING GUIDELINES**

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

## **7. APPLICATION PROCESS**

- Only students who are eligible to write supplementary examinations will be able to register via the Student Portal. ALL applications other than SPECIAL CONCESSION SUPPLEMENTARY EXAMINATIONS must be made online via the Student Portal
- Applications and payments must be made PRIOR to the closing date
- Only SPECIAL CONCESSION SUPPLEMENTARY EXAMINATIONS may be made using the Supplementary Examination 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](mailto:supplementary@immgsm.ac.za)
- Telephonic queries : Any IMM Graduate School office as listed on the IMM Graduate School website

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