

<b>Policy Title:</b>	Examinations – Supplemental		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	April 19, 2018	<b>Effective date:</b>	June 1, 2018
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	April 29, 2018
<b>Date of Mandatory Review (expiry date)</b>	April 2023	<b>Date of last revision of Procedures</b>	April 29, 2018

## 1 POLICY

1. Supplemental examinations are a privilege and not a right.
2. Students shall not be entitled to write any supplementary examination if the failed courses exceed 20% of the total credit weight of courses taken during the year.
3. Supplemental privileges will be withdrawn if:
  - a) an undergraduate student misses more than 20% of laboratories, small groups, and/or clinical experiences for any course, or
  - b) an undergraduate student misses more than one laboratory, small group, and/or clinical experience in a course that has four or fewer of these sessions.
4. Undergraduate students are eligible to take course supplemental examinations under the following conditions:
  - a) they have a final course grade of less than 60% but greater than 40%
  - b) they have met the CMCC Attendance policy requirement
  - c) their post-supplemental GPA would be greater than 2.00 [see 7. below]
5. Undergraduate students are eligible to write Objective Structured Clinical Examination (OSCE) supplemental examinations under the following conditions:
  - a) the student has failed to attain a grade of 60% on an end of year OSCE
  - b) the student has failed any component of the clinic exit OSCE and written examination and has an overall grade of 60% (In this situation the student will be required to take a supplemental examination for only the failed component.), or
  - c) the student has failed to attain an overall average grade of 60% for the clinic exit OSCE and written examination (In this situation the student will be required to take a supplemental examination for all components.).
6. Graduate students are eligible to take course supplemental examinations/assessments or assignments under the following conditions:

- a) they have a course grade of less than 73% but greater than 60%
  - b) they have met the attendance requirements of the academic program
  - c) their post-supplemental GPA would be greater than 3.0
  - d) they have completed the prescribed program of course remediation as determined by the Director of Graduate Studies.
7. Supplemental examinations will be subject to an examination fee which must be paid in advance of writing the supplemental examination.
  8. Undergraduate students who pass the supplemental examination will receive an official grade of 60% in the course. Students who receive a supplemental grade of less than 60% will be considered to have failed the course and will be governed by the provisions of the Part-time Student policy and the Program Completion – Undergraduate policy.
  9. Undergraduate students who pass the Clinic Exit OSCE and/or written supplemental examination will receive an official grade of 60% for the examination. Students who fail any component of the Clinic Exit supplemental examination will be required to register for and successfully complete an additional six month rotation in clinic and pass a Clinic Exit examination.
  10. Both the original grade and the supplemental grade appear on either the undergraduate or graduate student's transcript. Only the supplemental grade is factored into the GPA.
  11. Graduate students who pass the course supplemental examination/assignment will receive a grade of 73% for the course. Both the original course grade and the supplemental grade will be included on the transcript; and only the supplemental grade is calculated into the student's GPA. Should the student be unsuccessful on the course supplemental examination/assignment, they will receive a grade of F for the course, and their standing and status will be determined in accordance with the Program Completion – Graduate Studies Chiropractic Residency Programs policy.

## **2 PURPOSE**

To provide all students who have failed a course(s) with an opportunity to demonstrate mastery of the course learning outcomes and achieve a passing grade.

## **3 SCOPE**

All students

## **4 INFORMATION AND COMPLIANCE PLANS**

N/A

## **5 RELATED POLICIES**

- Academic Accommodation for Students with Disabilities

- Academic Appeals
- E-mail - Students
- Examination Re-read
- Deferral of Academic Requirements
- Part-time Student
- Program Completion – Graduate Studies Chiropractic Residency Programs
- Program Completion – Undergraduate
- Student Promotion – Graduate Studies Chiropractic Residency Programs
- Student Promotion – Undergraduate

## 6 DEFINITIONS

Business days are Monday through Friday (except holidays).

The clinic exit examination consists of two components: an OSCE and a written examination.

Extenuating circumstances are matters beyond the control of the student.

### Remediation

- is a period of time to review specific academic work under specific conditions to prepare for a supplemental examination
- may involve additional academic work to bridge the knowledge gap
- is determined in consultation with the Course Coordinator and student.

A student is an undergraduate or graduate student, unless otherwise specified.

A supplemental examination is an additional assessment in a course or year-end OSCE that a student failed, and may include an examination, assignment, or another form of assessment.

#### **New Policy Approved (date):**

From Remedial and Supplemental Examinations  
Supplemental Examinations - December 16, 2010

#### **Policy Revision History (dates):**

April 26, 2012  
March 28, 2013  
June 29, 2017  
April 19, 2018

-----**END OF POLICY**-----

## 7 PROCEDURES

1. The Registrar will inform students of their eligibility to write a supplemental examination by email within one week of the official grade being posted. It is the responsibility of all students to check their CMCC email regularly, as outlined in the Email – Students policy, and to ensure that the Registrar has complete and current contact information for them at all times.

2. When courses end prior to the end of the academic year, a student may wish to write a supplemental examination before their eligibility criteria has been determined. If the Course Coordinator agrees, the student must complete the remediation process and sign a waiver acknowledging that the supplemental exam mark will not be released until the end of the academic year when it has been determined that the student is eligible for supplemental privileges. Should the student not be eligible for supplemental privileges, the grade assigned to the supplemental will be null and void.
3. The Director of Education/Director of Graduate Studies will notify the student of the date, time and location of the supplemental examination and of the need to pay the supplemental examination fee to Student Services.
4. The supplemental examination will be held at least two weeks after the notification is sent to allow students time to remediate.
5. All students eligible to write a supplemental examination must contact the Course Coordinator to determine the remediation process for that course. Students who do not participate in the agreed remediation process for the course may be denied the opportunity to write the supplemental examination.
6. The student may ask to review their examination to identify areas of weakness in order to assist with preparation for the supplemental examination. This is not an opportunity to re-evaluate the grade, as that opportunity is governed by the Examination Re-read policy.
7. Payment for supplemental examinations is due two business days prior to the date of the examination. A student who does not pay the fee in advance will not be permitted to take the examination.
8. Students who do not write the supplemental examination at the scheduled time will be considered to have failed the course and will be governed by the following policies: Part-time Student; Program Completion – Undergraduate or Program Completion – Graduate Studies Chiropractic Residency Programs.
9. Students who are unable to write the supplemental examination at the scheduled time due to extenuating circumstances will be governed by the Deferral of Academic Requirements policy.
10. The Registrar will post supplemental examination marks no later than one week after the examination is written.

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**8 ATTACHMENTS**

None