
Supplemental Evaluation Measures

Policy Number:	1114
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
Current Approved Date:	July 2022

POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to providing supports and assisting students in achieving success in their chosen course of studies and recognizes that there are circumstances when an unsuccessful grade may not reflect student learning. A Supplemental Evaluation Measure may be offered when a student receives an unsuccessful grade in a credit course.

PURPOSE

This policy provides students who were unsuccessful in a credit course with an additional opportunity to demonstrate competence in the unsuccessful course and to achieve a passing grade.

SCOPE AND LIMITATIONS

This policy applies to all students enrolled in a credited course. This policy does not apply to non-credit courses or non-graded courses. (Refer to Policy 1108) There may be variances among Schools or programs in course eligibility for Supplemental Evaluation Measures.

1.0 DEFINITIONS

Supplemental Evaluation Measure

-an evaluation providing an eligible student with the opportunity to acquire a pass mark for the given course in which the student was unsuccessful.

Final course grade (mark)

- the maximum course mark resulting from a supplemental measure is 60% (or the pass mark as outlined by the program curriculum and posted on the course outline).

2.0 IMPLEMENTATION

2.1 Notification and Timelines

- The instructor notifies eligible students at the end of the course if they were unsuccessful in the course.
- Eligible students are informed of the criteria and requirements for a Supplemental Evaluation Measure.
- Students who meet the criteria and wish to have a Supplemental Evaluation Measure must complete the Application to Write a Supplemental Evaluation Measure form and submit it to the Academic Chair or designate within five academic days of the end of the course.
- The student will receive an email from their instructor of the application result.
- Supplemental evaluation measures are held within 10 academic days following the end of the course. Scheduling and administration of the supplemental evaluation measure may vary according to program scheduling. For example, holidays, spring term of the first year of a multiple year program, Work Integrated Learning placements.

- The Academic Chair or designate shall track the number of Supplemental Evaluation Measures per student.

2.2 Fees

- There is no fee or cost to the student for Supplemental Evaluation Measures.

2.3 Eligibility for a Supplemental Evaluation Measure

- 2.3.1 The student must have reasonably attempted and submitted all assessment and evaluation measures as per the Course Outline during the duration of the course.
- 2.3.2 The student must have a final course mark within 10 marks of the passing grade as stated on the course outline. (**Example:** pass mark of course is 60%, student must achieve 50% to be eligible).
- 2.3.3 A Supplemental Evaluation Measure cannot be given for a course for which the student has achieved a passing grade.

2.4 Scope of Supplemental Evaluation Measure

- The scope of the Supplemental Evaluation Measure covers the content of the entire course. The supplemental evaluation measure must be comprehensive and aligned with course outcomes. The content and format will be determined by the instructor and will reflect the nature of the failed course. (i.e.-may include comprehensive examinations, labs, projects, or any combination thereof.)

2.5 Number of Allowed Attempts

- A student may apply for two (2) Supplemental Evaluation Measures per term to a maximum of four (4) per academic year of study.
- There is a limit of one (1) Supplemental Evaluation Measure per course. In situations where accreditation or licensing requirements do not allow this number of Supplemental Evaluation Measures, it will be stated on the respective program's course outlines.

2.6 Unsuccessful Prerequisite Courses

- A student may register in courses where they were unsuccessful in completing a prerequisite or co-requisite, pending the outcome of the Supplemental Evaluation Measure.
- If the student is unsuccessful in a Supplemental Evaluation Measure for a course that is a prerequisite or co-requisite to one in which they are registered, the Academic Chair will determine the student's eligibility to continue the course. Unsuccessful prerequisite courses may result in withdrawal of the student from the applicable course(s).

2.7 Marks and Transcripts

- The supplemental evaluation mark will replace the original posted final grade up to a maximum of 60%. (or the pass mark as outlined by the program curriculum and posted on the course outline).
- In cases where the supplemental evaluation grade does not exceed the original grade achieved, the original course grade will remain.

2.8 Interpretation of Related Policies

- In cases where interpretation of more than one policy is necessary, the prevailing decision is made by the Registrar or their designate.

3.0 OTHER RELATED DOCUMENTS

Application to Write Supplemental Evaluation Measure (1114.4793)

Course Change Request Form (1109.4766)

Course Change Request Form Guideline (1109.4755)

Grade Change Request Form (1109.4753)

Transcript of Marks and Grading System (1108)