



Application for Supplementary Exam

Student Name: _____ Student #: _____

E-mail Address: _____

Present Address: _____

Program of Study: _____ Year: 1 2 3 4

Campus: _____

Are you registered with Accessibility Services? YES NO

Course Name/Number Applied for (e.g. Physics – PH1100): _____

Supplementary examinations will be scheduled and should be written during the supplementary period following the regular examination period but shall be no later than one (1) week into the subsequent semester.

1. Please complete this application and return to the Student Services Office NO LATER THAN *(insert date)* _____. Late applications will not normally be accepted.
2. A fee of \$25.00 MUST accompany this application or the application will not be processed. Refunds will be issued ONLY in cases where permission to write a supplementary examination is NOT granted. In cases where students withdraw their application, the fee is not refundable.
3. Supplementary examinations will be written *(insert date)* _____. Please check with your instructor for the examination schedule.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process this supplementary examination request and to update your academic record. It will only be used for this purpose. Personal information you provide may be disclosed to Admissions staff. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the College's Registrar at 709-643-0827. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

OFFICE USE ONLY:

| GRANTED | NOT GRANTED | AMOUNT PAID |
|---------|-------------|-------------|
| | | |

CASHIER'S STAMP:

Official Signature: _____ Date: _____

REGULATIONS FOR SUPPLEMENTARY EXAMS

Supplementary examinations provide an opportunity for students to improve their standing in a course in which they have attained a failing grade of 5 or 10 marks below the stated pass mark.

For upgrading purposes, in their last semester of studies, students may be given an opportunity to write a supplementary examination for a course in which they have attained the minimum pass mark or five marks above the minimum pass mark.

The grade attained in a supplementary examination will replace only the grade attained in the final examination for the course in question and will be combined with marks previously attained for term work. The following conditions must be met in order to qualify for supplementary examinations:

1. Students may be eligible to write one supplementary per semester.
2. Supplementary exams will not apply to any course in which the final exam is worth less than 30%.
3. Supplementary examinations will be scheduled and should be written during the supplementary period following the regular examination period but shall be no later than one (1) week into the subsequent semester.
4. Students must apply in writing for supplementary examinations. The established standard fee per supplementary examination must accompany the application form. Refunds of such fees will be permitted only if permission to write an examination is not granted.
5. If the mark obtained in the supplementary is lower than the original mark obtained on the regular examination, the original mark will be included in calculating the grade point average.
6. Where circumstances warrant, supplementary examinations may be written off-campus; the campus Student Services Office must be contacted for permission and guidelines prior to the examination period. All costs associated with the administration of off campus supplementary examinations will be borne by the student.
7. Academically dismissed students are not eligible to write supplementary exams.
8. For purposes of transfer of credit, students must be aware that other post-secondary institutions may not accept grades attained through Supplementary Examinations.
9. Comprehensive Arts and Science (CAS) Transfer: College-University Program students who write supplementary examinations are advised to consult with the Counsellor at a campus where the Comprehensive Arts and Science (CAS) Transfer: College-University Program is offered concerning their transferability of courses to Memorial University.
10. Before writing a Supplementary Examination in the Comprehensive Arts and Science (CAS) Transfer: College-University Program, a student must be informed in writing of #8. The written communication (i.e., form) must be signed/dated by the student, the instructor of the course and the Campus Administrator or designate. Copies should be kept by the instructor and Campus Administrator, and a copy must be placed in the student's file in Student Services.
11. Students who are registered with Accessibility Services should ensure they indicate so on the application. The application will then be forwarded to the ASC to ensure accommodations are arranged for the student.