

## SUPPLEMENTARY EXAMINATION FORM

According to the NAPS policy, A005 Examination Policy and Procedures students are eligible to apply for supplementary examinations due to:

- Illness or other extraordinary circumstances at the time of the assessment period, and/or
- Upon receipt of notification of eligibility from the Dean or nominee.

### Applications for Supplementary Examinations due to illness or other extraordinary circumstances

In those extraordinary circumstances where a student is unable to sit for an exam through serious illness or other extraneous circumstances beyond their control, the student must within five (5) working days from the exam date, lodge an application with the Student Services Office for a Supplementary Examination.

The Application for a Supplementary Examination must be supported by appropriate evidence that NAPS may confirm with the medical practitioner or appropriate authorities.

### Application for Supplementary Examination due to notification of eligibility

According to NAPS A005 – Examination and Policy and Procedures students scoring between 45% and 49% on the examination and passing all other assessments in a unit **will receive notification of their eligibility for a Supplementary Examination**. The student must within five (5) working days of receipt of the letter of notification of eligibility lodge a written application with the student services for a Supplementary Examination.

Normally a student will be entitled to only a Supplementary Examination in one unit in a term. An exception may be made to allow Supplementary Examinations in two units, for example, in cases where the student would otherwise be eligible to graduate at the end of that term.

Students will be notified by the Student Admin of the results of the Application for the award of a Supplementary Examination. NAPS Student Administration will publish a schedule of Supplementary Examinations prior to the Supplementary Exam date and notify the eligible applicants to take the Supplementary examination.

Students will have only one opportunity to sit for a Supplementary Exam. No alternative dates or additional supplementary exams will be set.

### Eligible students taking supplementary examinations will

- Provide a receipt of payment of \$150 to cover administrative costs and processing.
- Be required to enrol in the following trimester in not only the units recommended in their study plans as well as the Supplementary Exam units to ensure the continuity of their study.
- Agree to undertake the mandatory additional classes to make up for the lost time in joining the classes late.

## SUPPLEMENTARY EXAMINATION FORM

Personal Details	
Student Name	
Student ID Number	
Student Course	

Unit Title requesting Supplementary Exam	
Unit Name requesting Supplementary Exam	

Category (Please Circle one):	
1. Illness	
2. Extraordinary Circumstances	
3. Received Notification of Eligibility	

Supporting Documentation:	
1. Illness – Medical Certificate with legible details	
2. Extraordinary Circumstances – State Reason(s) and provide necessary documentation in support of your claim	
3. Received Notification of Eligibility – Please attach a copy of the letter received stating eligibility	

Any Other Information provided by the applicant:

Decision with reasons

Actioned Officer in Student Admin	
Fee Received	Yes                  No
Date of Receipt	
Signed Declaration Received from the Applicant	Yes                  No
Applicant Notified by Whom and When	