

THE UNIVERSITY OF NEW SOUTH WALES
School of Mechanical and Manufacturing Engineering

SUPPLEMENTARY ASSESSMENT
For Semester 2 Courses 2009

The final examination timetable has already been published and you can view the date, time and location from my.unsw.edu.au under your specific profile for courses you are undertaking.

Please note misreading a timetable does not constitute as an excuse for missing an examination. It is your responsibility to read the timetable correctly and be at the examination location at least 15 minutes before the examination starts. Therefore please do not come and see the lecturers in charge or myself for special consideration. We **shall not** be granting it.

SPECIAL CONSIDERATION

To apply for special consideration, you must apply through UNSW Student Services located at the Chancellery building. Your application must be submitted within 3 working days of your schedule examination or incident that stops you from attending the examination. Applying for special consideration does not automatically guarantee the granting of supplementary assessment. Whether or not supplementary assessment is granted depends on the performance of the student in the course throughout the semester. If you are granted a supplementary assessment your results for the course will either be a WC (Special consideration due to medical reasons submitted) or WD (results not finalised).

FORM OF ASSESSMENT

Note that the form of supplementary assessment may be different from that of the original examination.

STANDARD OF SUPPLEMENTARY ASSESSMENT

The standard will definitely not be lower than that of the original examination. It will be of comparable standard.

DATE OF ASSESSMENT

Staff members may decide to conduct supplementary assessment for their courses:

In Orientation Week (O Week) - 22 February 2010 to 26 February 2010 (This is the week before semester 1 officially starts. Students are expected to be here during this week.)

or

at the end of Semester 1, 2010 (for courses that are scheduled in both semesters).

No further assessment opportunity will be given to students who do not attend at the specified times. In addition your grade will be changed to a Fail and you **MUST REPEAT** the course.

PROCEDURE

Examination results are expected to be available as follows:

via student email accounts – 9am Wednesday 2 December 2009

online on myUNSW – 6pm Wednesday 2 December 2009

For students who have obtained a special consideration, the School will email you via your student account informing you about the requirements for the special consideration. Students will need to check the School's website http://www.mech.unsw.edu.au/content/current_students/Examination_Timetables.cfm?ss=3 for the supplementary examination timetable. It is your responsibility to check the supplementary examination timetable posted on the School's website. The school has scheduled Orientation Week (O Week), Semester 1, 2010, 22 February 2010 to 26 February 2010 as dates for supplementary examinations. Lecturers in charge of courses may schedule supplementary examinations during this period. Check the School's website for further information on Monday, 7 December 2009.

Assoc. Professor Philip Mathew
Acting Head of School
21st October 2009