

RAS Special Consideration and Supplementary Exam Procedure

This document outlines how the [UNSW Assessment Implementation Procedure](#) will be implemented in the School of Risk and Actuarial Studies (RAS). It specifies the arrangements for supplementary exams in RAS courses with final exams, including eligibility criteria, auditing options, and exceptional circumstances.

Supplementary Exams

Courses with final exams will offer only **ONE** supplementary exam to students who:

- are unable to undertake the final exam; and
- have been approved for *Special Consideration*.

A second supplementary exam will **not** be offered, **except** in very exceptional circumstances.

Exceptional Circumstances and Second supplementary

You may be eligible for further consideration only when **all** the following conditions are met (excludes ACTL2111, ACTL2102, ACTL2131, ACTL3142 – for these courses see **Auditing Option** below):

- The student has documented, in an approved Special Consideration request, circumstances with significant impact extending over multiple weeks, and
- The circumstances overlap with both the final and supplementary exams, preventing the student from sitting either.

Example: A student hospitalised for an extended period preventing them from attempting both the final and supplementary exams.

- Students documenting separate or short-term issues affecting both exams will **not** be offered any further assessment.
- **Note:** In addition to the above exceptional circumstances, students **must** satisfactorily complete all in-term assessment tasks for the course.

Example: *students who did not submit or failed the in-session assignment must re-enrol in the course. Fee remission may be available in accordance with university policy.*

Auditing (*Actuarial Accreditation Courses only*)

Auditing Option is **only** available for actuarial accreditation courses offered more than once per year (*ACTL2111, ACTL2102, ACTL2131, ACTL3142*), and at the discretion of the DHoS (Education) and the Course Convenor, a student **may** be permitted to audit the next offering of the course and sit the final exam at that time.

Students who have **not** satisfactorily completed all in-term assessment tasks are **not** eligible for an auditing option.

For example, students who did not submit or failed the in-session assignment must re-enrol in the course. Fee remission may be available in accordance with university policy.

Students **approved to audit must** take the final exam in the immediate next offering. **Further deferral or Special Consideration for the audited exam will not be permitted.**

Auditing Option is **not** available for courses offered **only once per year** (*COMM1240, ACTL3141, ACTL3151, ACTL3301, ACTL3162, ACTL3182, ACTL4001, ACTL4002, ACTL4305*).

Students in these courses must re-enrol in full in the following year, **unless** exceptional circumstances apply where a second supplementary **may** be offered.

Note: The School's Special Consideration policy operates within the broader University Special Consideration policy.

A student **must first obtain Special Consideration approval for not sitting the supplementary exam**. Only after this approval can the school consider options such as a **second supplementary assessment or auditing**.

For courses not associated with actuarial accreditation, the Course Convenor may, in exceptional circumstances, offer:

- *an alternate supplementary assessment instead of a supplementary exam, or*
- *a second supplementary assessment where justified by documented exceptional circumstances*