

C.21 Supplemental Examinations

Academic Matters

Nunavut Arctic College

Nunavut Arctic College Supplemental Examinations

POLICY

A student is eligible to write a supplemental examination for Nunavut Arctic College credit courses if the student has obtained a cumulative average of sixty percent (60%) or better prior to the final exam, but attempted and failed the final examination and subsequently failed the course.

PRINCIPLES

1. Nunavut Arctic College recognizes that extenuating circumstances do occur and that these circumstances may justify the opportunity to undertake supplemental examinations.

PROCEDURES

1. The supplemental examinations will have the same value as the final examination. Only one opportunity will be given to write a supplemental examination.
2. A student requesting to write a supplemental examination must do so, in writing, to the Dean or designate within ten (10) calendar days of receiving the transcript that shows the final course mark.
3. A supplemental examination fee will be charged to cover administrative costs and invigilation services.
4. The Program manager will make all necessary arrangements for the student to write the supplemental examination within thirty (30) days of receipt of the written request for a supplemental examination*. In the event that a request for a supplemental examination is received during the months of June, July or August, during which time instructors normally schedule vacations, the time period may be extended to a maximum of sixty (60) days. The Program Director will ensure every effort is made to notify the student regarding the date, time and location of the supplemental examination.
5. If the student is no longer a resident in the community where the course was taught, then the Dean or designate will make arrangements for invigilation at the Nunavut Arctic College Community Learning Centre in the student's community of residence. (In communities that do not have a Community Learning Centre, other educational centres will be considered. If it is not possible to provide for invigilation in the student's home community, efforts will be made to arrange for the examination to be written in the closest and/or most economical (in terms of transportation) community. The student is liable for all expenses.
6. Results of all supplemental examinations will be submitted to the Registrar or Dean designate, in writing, within ten (10) calendar days of the examination date.

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7. The Registrar or Dean designate shall issue a transcript, within seven (7) calendar days, if all accounts with the College are paid, that reflect the results of the supplemental examination.

*Unless extenuating circumstances exist, the instructor, who taught the course to the student of which the supplemental examination is requested, will prepare, submit, and evaluate the supplemental examination.