

SOP: Procedures for Re-assessment and Supplementary Exams

This SOP details the **procedures for re-assessment and supplementary exams**, including eligibility criteria, application processes, scheduling guidelines, examination formats, grading policies, and result dissemination. The purpose is to provide a clear framework for students requiring additional assessments to demonstrate competency and achieve academic success while maintaining fairness and consistency across evaluation standards.

1. Scope

This standard operating procedure (SOP) applies to all students who are seeking re-assessment or supplementary examinations in any course/subject offered by the institution.

2. Eligibility Criteria

1. Students who have failed to achieve the minimum passing grade in a course/subject.
2. Students who have valid reasons (medical, personal emergencies) for missing the original exam, subject to submission of supporting documents.
3. Students who fulfill all prerequisites as specified in the course guidelines.
4. No disciplinary actions or academic integrity violations pending.

3. Application Process

1. Students must submit a formal application for re-assessment/supplementary exam within **5 working days** of result publication or notification of absence.
2. The application must include:
 - Student ID and contact information
 - Course/Subject code and title
 - Reason for supplementary/re-assessment request, with supporting documents if applicable
3. The application must be submitted through the designated online portal or to the examination office.
4. All applications are subject to review and approval by the examination committee or course coordinator.

4. Scheduling Guidelines

1. Re-assessment and supplementary examinations will be scheduled within **two weeks** after approval of the application.
2. Examination schedules will be communicated to eligible students via official email or student portal.
3. No requests for rescheduling will be entertained except in cases of documented emergencies.

5. Examination Format

1. The format (written/oral/practical) will be consistent with the original assessment unless otherwise stated.
2. The scope and marking scheme will align with the original exam.
3. Strict adherence to examination rules and academic integrity standards is mandatory.

6. Grading Policies

1. The highest grade achievable in supplementary assessments may be capped as per institutional policy (e.g., "Pass" or a specific grade).
2. Original marks will be replaced only if the supplementary/re-assessment score is higher.
3. All grading will be reviewed and verified by the examination committee.

7. Result Dissemination

1. Results will be announced within **five working days** after the supplementary/re-assessment examination.
2. Students will be notified via official email or student portal.
3. Appeals regarding the results must be submitted within **three working days** of result publication.

8. Roles and Responsibilities

- **Student:** Submit timely applications and documentation; attend scheduled exams; adhere to code of conduct.
- **Faculty/Examiner:** Assess applications, prepare examination material, conduct and grade assessments.
- **Examination Office:** Coordinate scheduling, release results, process appeals.
- **Examination Committee:** Oversee adherence to policies; resolve disputes and appeals.

9. Record Keeping

All applications, assessment records, and results will be securely maintained in compliance with the institution's academic record policies.

10. Review and Amendment

This SOP will be reviewed periodically and updated as necessary to ensure relevance and compliance with institutional policies.