Arrangements for resit/deferred examination and alternative assessment/special examination

(Full-time face-to-face undergraduate programmes)

Introduction

Students with “Fail-Resit” grade in a course or have been approved for examination deferral, are required to sit the examination in the next regular examination of the course concerned. The capping of course result at ‘C’ will not apply when students pass the resit examination for a course. For details, please refer to the Full-time Face-to-face Undergraduate Programmes Student Handbook.

Students, who would otherwise have fulfilled all the requirements for graduation, but are prevented from doing so because of marginal failure in one course, may at the absolute discretion of the School concerned be granted a chance for alternative assessment/special examination in which the student failed. The course result for alternative assessment/special examination will be capped at ‘C’ but students concerned have the choice of not to opt for it.

The following questions and answers can help explain more on the details of the examination arrangements.

Frequently Asked Questions

Q1: What is the schedule for resit examination?

Ans: The resit examination will be arranged in the next regular examination of the courses concerned. If a course is offered in both the Autumn and Spring Term, the resit examination for the Autumn Term will be held during the examination period of the Spring Term.

Q2: What happens to my resit examination if the courses concerned will not be offered in the next academic year?

Ans: If the next presentation/offering of the courses concerned do not commence within one year from the current presentation/offering in which the students
enrolled and failed, Schools are required to arrange the resit examination within one year after the end of the current presentation/offering, normally in one of the normal examination periods (i.e. December/January, April/May and August/September).

Q3: I have been granted the ‘Resit/Exam-deferred’ opportunities in courses offered before 2016 Autumn Term and with overall continuous assessment (OCAS) below 31. Will I be affected by the new unified system for determining course results?

Ans: Students who have been granted the ‘Resit/Exam-deferred’ opportunities in courses offered before 2016 Autumn Term would be waived with the requirement for minimum OCAS unless this was required by the course when it was presented. This will also apply to those two/three-term courses that were offered before the 2016 Autumn Term but will continue into the 2016/17 academic year.

Q4: What is alternative assessment?

Ans: “Alternative assessment” is a special assessment arrangement for students, who have failed marginally in an examination, to make-up their deficiencies as an alternative to taking the resit examination.

Q5 What is the difference between alternative assessment and special examination?

Ans: Unlike alternative assessment, special examination will be conducted in the same format of the original examination.

Q6: Who are eligible for alternative assessment/special examination?

Ans: A student who has fulfilled all the programme requirements for graduation with the designated qualification, but is prevented from doing so because of marginal failure\(^1\) in ONE course, may be granted a chance for alternative assessment/special examination. However, the decision for granting the alternative assessment/special examination is at the absolute discretion of the School offering the course in which the student failed.

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1 Students must achieve a minimum threshold in the Overall Examination Score (OES), as approved by the Senate, in order to be considered as “marginal failure” in one course with the opportunity of alternative assessment.
Q7: Will the alternative assessment/special examination be applicable to students who opt for early exit with ordinary degree (if it is available in a programme)?

Ans: Yes. Students who apply to graduate for early exit (if it is available and applicable to Ordinary Degree exit point only), but was not eligible due to the marginal failure in one course, may also be granted a chance for alternative assessment/special examination. However, this will only be on condition that these students should not continue their studies in their honours degree programmes on full-time face-to-face mode once they have attempted the alternative assessment/special examination because this special alternative assessment/special examination arrangement is only applicable to graduating students.

In case they fail the alternative assessment/special examination, these students can still continue to complete their ordinary degree within the ‘N+2’ duration.

Q8: How will students, who opt for early exit with ordinary degree (if available), be considered for alternative assessment/special examination (if applicable)?

Ans: Students, who opt for early exit (if it is available and applicable to Ordinary Degree exit point only), must apply for graduation from Registry according to the stipulated deadlines as indicated in the following table before they can be considered for alternative assessment/special examination (if applicable).

<table>
<thead>
<tr>
<th>Dates</th>
<th>End of Study in</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 January to 8 March, 2017</td>
<td>2016 Autumn Term</td>
</tr>
<tr>
<td>13 to 30 June, 2017</td>
<td>2017 Spring Term</td>
</tr>
<tr>
<td>25 August to 8 September, 2017</td>
<td>2017 Summer Term</td>
</tr>
</tbody>
</table>

Q9: How can I know whether the chance for alternative assessment/special examination is granted to me?

Ans: The alternative assessment/special examination will be arranged by Schools. Schools will notify students concerned at least one week before the arrangement for alternative assessment/special examination. The Examinations Office (Full-time Undergraduate) of the Registry will also send email to students concerned as a general reminder and confirmation of their opportunities for alternative assessment/special examination.

2 Only those students who receive email confirmation from both the respective School and the Examinations Office (Full-time Undergraduate) of the Registry are granted with the opportunity for alternative assessment/special examination.
**Q10:** When will the alternative assessment/special examination be completed?

Ans: The alternative assessment/special examination will be completed by **April/July/October** for programmes ending their period of study in Autumn/Spring/Summer Term respectively each year. No application for deferment of alternative assessment/special examination will be accepted.

**Q11:** What will be the format for alternative assessment and special examination?

Ans: There is no unified format for alternative assessment. It can be viva, oral examination, written examination, written assignment or any other format as deemed appropriate academically. Written evidence or video/audio record for alternative assessment will be produced and at least two academic staff should be involved in the viva or oral examination.

For special examination, it will be conducted in the same format as the original examination.

**Q12:** Is there any course grade cap for alternative assessment/special examination?

Ans: With the spirit to make-up the deficiency for passing the course from ‘Fail-Resit’ grade by alternative assessment, **the course result for alternative assessment will be capped at grade ‘C’**.

Similarly, the course result for special examination will also be capped at grade ‘C’.

**Q13:** Can I take the resit examination in a subsequent examination of the course concerned after the attempt of alternative assessment/special examination?

Ans: **NO.** Once a student attempted the alternative assessment/special examination, the course result will be final. The student will not be eligible for another resit opportunity during a subsequent regular examination of the same course.

**Q14:** What will happen after my alternative assessment/special examination?

Ans: If you pass the alternative assessment/special examination, you will get a **PASS grade capped at C.** If not, you will receive a **FAIL grade. This will be your final course grade.**
**Q15:** *Do I have a choice not to opt for alternative assessment/special examination if it is offered to me?*

Ans: **Yes.** If the alternative assessments/special examinations are provided by School, **students have the choice not to opt for alternative assessment/special examination** and take the resit examination in the next regular examination of the courses concerned.

**Q16:** *Will the alternative assessment/special examination arrangements be applicable to distance learning courses?*

Ans: **No.** The alternative assessment/special examination arrangements are ONLY applicable to full-time face-to-face (FT F2F) undergraduate programmes. This arrangement, however, will not be applicable to distance learning courses taken by a student in a FT F2F programmes.

**Q17:** *Will a student, who has yet to resit an examination for a distance learning course, be eligible for alternative assessment/special examination?*

Ans: **No.** If a student has to resit an examination (or any examination) for a distance learning course (i.e., the course may be counted towards the FT F2F qualification), the student will not be eligible for alternative assessment/special examination because the student would have more than one course yet to fulfill for graduation.

**Q18:** *Is there any capping on course grade after the resit examination?*

Ans: **No.** The capping of course result at grade ‘C’ will NOT apply when students pass the resit examination **for courses commencing in or after 2013 Autumn Term.**

**However, graduating students with alternative assessment/special examination will not follow this rule** as stated in the answer for Question 12.

**Q19:** *How about the arrangement for examination deferral?*

Ans: Students who have been approved for deferment of examination **are required to sit the examination in the next regular examination of the courses concerned, or within one year after the end of the current presentation, normally in one of the normal examination periods (i.e. December/January, April/May and August/September).**

Students who have been granted the ‘Resit/Exam-deferred’ opportunities in
courses offered before 2016 Autumn Term would be waived with the requirement for minimum OCAS unless this was required by the course when it was presented. This will also apply to those two/three-term courses that were offered before the 2016 Autumn Term but will continue into the 2016/17 academic year.

**Q20:** Are there any possible arrangements to handle course pre-requisite/enrollment requirements if I have courses with resit or deferment of examination?

Ans: If you fail to meet the course pre-requisite/enrollment requirements due to resit/deferred examination, School may consider waiving the course enrollment requirements subject to the discretion of Deans. However, it is the absolute academic decision of the School concerned.

**Q21:** My maximum period of study will be ended in this academic year. Can I sit the examination next year as I have courses with resit/deferred examination?

Ans: Considering that some students may not be able to graduate within the maximum period of study (N+2) with the cancellation of supplementary examinations in the academic year 2013/14, Schools are given academic judgment to seek exceptional approval from the Senate for students concerned to attend the related resit/deferred examinations.

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3 It is only applicable to students who registered to a full-time face-to-face undergraduate programme in the academic year 2013/14 or before.