Regina Roman Catholic Separate School Division # 81

Curriculum & Instruction 8521 Supplemental Examinations	Administrative Application	
	Effective:	January 27, 2015
	References:	ER-1 Treatment of Students and Parents/Guardians Registrar's Handbook for School Administrators, Saskatchewan Ministry of Education
	Status:	Operational

Preamble

Pupils who are unsuccessful in achieving credit for specific 30-level courses may have the opportunity to write a supplemental examination. This process is approved by the Ministry of Education.

Application

Ministry of Education Departmental Examinations for 30-Level Courses

1. A pupil may write a ministry-prepared supplemental examination to raise his/her mark in a Grade 12 subject in which a departmental examination is prepared.

2. Pupils may write any number of departmental examinations as supplementals at any of the January, June, or August sittings provided by the Ministry of Education.

3. As of April 9, 2009, when a pupil has multiple course attempts, only the highest mark attained will appear on the *Transcript of Secondary Level Achievement*.

4. The rewritten exam counts as 100% of the term mark.

5. Pupils who elect to write a ministry-prepared supplemental examination can do so in the next available examination session. They **cannot** write a ministry-prepared supplemental examination in the same session as receiving a final mark from an accredited teacher.

6. To register for a supplemental examination, pupils must contact Student Records at the Ministry of Education

7. Pupils will be responsible for all costs associated with the writing of supplemental examinations.

Regina Catholic Teacher-Prepared Supplemental Examinations for 30-Level Courses

1. Pupils taught a Grade 12 subject by an accredited teacher shall have the opportunity to write either a teacher-prepared comprehensive supplemental examination or a ministry-prepared supplemental examination (*The Education Regulations, 1986*, Part VII, 34(2)).

2. Pupils must fail a 30-level course in order to be allowed to write a teacher-prepared supplemental examination at the end of the semester in which the student failed the course.

3. A teacher-prepared supplemental examination will be worth 100% of the student's mark.

4. Supplemental examinations may not, in any circumstance, be written for subjects in 9-, 10-, or 20-level courses.

5. All teacher-prepared supplemental examinations must be fully comprehensive, covering the entire curriculum.

6. A pupil may not take a supplemental examination for a course he/she passed.

7. A pupil must have obtained at least 30% in the subject selected in order to write a teacher-prepared supplemental examination.