

Curriculum & Instruction 8521 <hr/> Supplemental Examinations	Administrative Application	
	Last Reviewed /Approved on:	January 15, 2020
	References:	Registrar's Handbook for School Administrators – Ministry of Education 2018-19 The Education Regulations, 2019, E-0.2 Reg. Part 8, 32 Policy 12 – Role of the Director
	Status:	Operational

Preamble

Students may write a ministry-prepared or teacher-prepared comprehensive supplemental examination to raise their marks in a Grade 12 subject for which a departmental examination is prepared.

Application

Ministry of Education Departmental Examinations for 30-Level Courses

1. A student may write a ministry-prepared supplemental examination to raise their mark in a Grade 12 subject in which a departmental examination is prepared.
2. Departmental Examinations exist for the following 30-level courses: English Language Arts A, English Language Arts B, Math: Workplace and Apprenticeship, Math: Foundations, Math: Pre-calculus, Biology, Physics, Chemistry.
3. Students may write any number of departmental examinations as supplementals at any of the January, June, or August sittings provided by the Ministry of Education. Department of Education.
4. As of April 9, 2009, when a student has multiple course attempts, only the highest mark attained will appear on the *Transcript of Secondary Level Achievement*.
5. Supplemental examinations will be written for 100% of the final mark.
6. Students 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.
7. To register for a supplemental examination, students must contact: Student and Educator Services, Office of the Registrar.
8. Students will be responsible for all costs associated with the writing of supplemental examinations.

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

1. Students 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, 2019, E-0.2 REG Part 8, 32*)
2. Students must fail a 30-level course in which a departmental examination is prepared 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. Departmental Examinations exist for the following 30-level courses: English Language Arts A, English Language Arts B, Math: Workplace and Apprenticeship, Math Foundations, Math: Pre-calculus, Biology, Physics, Chemistry.
4. A teacher-prepared supplemental examination will be worth 100% of the student's mark.
5. Supplemental examinations may not, in any circumstance, be written for subjects in 9-, 10-, or 20-level courses or 30 level courses not taught by accredited teachers.
6. All teacher-prepared supplemental examinations must be fully comprehensive, covering the entire curriculum.
7. A student may not take a supplemental examination for a course the student has passed.
8. A student must have obtained at least 30% in the subject selected in order to write a teacher-prepared supplemental examination.