

Curriculum & Instruction 8521 Supplemental Examinations	Administrative Application	
	Last Reviewed /Approved on:	October 21, 2024
	References:	Registrar's Handbook for School Administrators – Ministry of Education The Education Regulations, 2019, E-0.2 Reg. Part 8, 32 Policy 12 – Role of the Director
	Status:	Operational

Preamble

Students may write a provincial supplemental examination or a 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 provincial 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. A 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.

Students who elect to write a provincial supplemental examination can do so in the next available examination session. They **cannot** write a provincial supplemental examination in the same session as receiving a final mark from an accredited teacher. To register for a provincial supplemental examination, students must contact: Student and Educator Services, Office of the Registrar. 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 provincial 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, or 20 level courses **OR** 30 level courses not taught by accredited teachers or for which there is no departmental examination.
6. All teacher-prepared supplemental examinations must be fully comprehensive, covering the entire curriculum.
7. A student may not take a teacher- prepared supplemental examination for a course the student has passed. If they wish to raise their grade, they may take a provincial supplemental examination.
8. A student must have obtained at least 30% in the subject selected in order to write a teacher-prepared supplemental examination.