

APPLICATION FOR SUPPLEMENTARY ASSESSMENT

When is this application due?

You must submit this application no later than midday on the fifth working day after exam results are published in your final teaching period.

When should you use this form?

Last to Complete is available to students who have obtained a pass result in all units of study for their award except one. These applications should be submitted online no more than five (5) business days after the release of results and cannot be submitted until all results are published in your final teaching period.

To be eligible for Supplementary Assessment (Last to Complete) you must meet the following criteria:

- Have obtained a pass result in all units of study for your award except one, and have made a genuine attempt, presented for and failed that unit of study in the final teaching period; or penultimate teaching period if the unit is required to complete the course and is not offered in your final teaching period.
- A genuine attempt must include fulfilment of all assessment requirements as specified in the unit outline for the unit of study and the achievement of an overall mark of 40% - 49%.
- You may only be granted a Supplementary Assessment (Last to Complete) on one occasion.
- If you are enrolled in a nested course and intend to proceed directly to the next stage of the course, you are not eligible for Last to Complete in your current stage. You are only entitled to one Last to Complete while completing a nested course.

If your application for Supplementary Assessment (Last to Complete) is approved, you will be notified by email to your Swinburne email account.

Fields marked with * are mandatory

Personal Details

Student ID: *

Surname: *

Given Names: *

Address: *


Suburb/Town/City: *

State/Province: *

Postal Code: *

Country: (if not Australia)

Daytime Contact Number: *

Course Code: * 

Course Title: *

Faculty:

Which faculty do I belong to? *

Campus: * - Select one -

Unit of study for which supplementary assessment (Last to Complete) is sought

Unit of Study Code: *

Unit of Study Title: *

Tutor/Lecturer: *

Teaching Period Attempted:

Student Declaration

I hereby apply to be granted Supplementary Assessment (Last to Complete) for the above named unit of study.

I agree to the declaration stated above

Privacy Statement & Disclaimer

Swinburne University of Technology collects, uses and destroys personal information in order to locate student invoices and verify the student's postal address and will use the information only for locating student invoices and verifying the student's postal address in accordance with our [Privacy Policy](#).

I understand that if the request that I submit is incorrect or incomplete that my request will not be processed.

I agree to the terms stated above