

1. PURPOSE

To set the policy for resubmission of assessment.

2. SCOPE

This policy applies to all instances of resubmission of student assessment.

3. REFERENCE

IP33 Refund and Cancellation

MP45 Apprentice Trainee Management

IF142 Request for Assignment /Assessment Consideration/Modification

4. POLICY

4.1. All students will be assessed against National Competency Standards. National Standards define the competencies required for effective performance in the workplace. A competency comprises the specification of knowledge and skill, and the application of that knowledge and skill at an industry level to the standard of performance required in employment. Competency standards can be either industry or enterprise based.

4.2. Mainstream Students

- 4.2.1. A student who does not satisfy the criteria on their first attempt at successfully completing an assessment item will be granted a reassessment (resit), only if there was enough evidence to suggest that a second attempt will result in a successful outcome.
- 4.2.2. Where competency is not achieved on the first attempt and a second attempt will be granted, the teacher/assessor will provide feedback and negotiate additional assessment or resubmission requirements.
- 4.2.3. There will be only one (1) second attempt for each assessment item.
- 4.2.4. Failure to submit assessment by the nominated due date, or failure to participate in assessment activities when scheduled without prior approval (because of exceptional circumstances), will be considered an unsuccessful first attempt, and only one resit/resubmission will be allowed.
- 4.2.5. The reassessment (resit) must be completed no later than one (1) week after the student has received a written notification of the results of the first attempt.
- 4.2.6. All assessment (including the reassessment) will be completed within the student's Start of Study (SOS) and Completion of Study (COS) dates for the Unit.
- 4.2.7. If a student has not achieved competency after reassessment (resit), no further assessment will be undertaken and a final grade will be recorded on the student's academic record.
- 4.2.8. All result codes, with the exception of the "K" grade, are final grade codes. A change of grade will only be approved by the Faculty Director/ Operation Manager in very exceptional circumstances.
- 4.2.9. A student who does not wish to incur an academic penalty due to non-progression, must formally withdraw from the enrolment no later than 21 days prior to the class end date for the unit. (Refer to IP33 Refund and Cancellation Policy)

- 4.2.10. A student who wishes to apply for an extension to their Completion of Study (COS) date must apply in writing (IF142 Request for Assignment /Assessment Consideration/Modification) at least 21 days prior to the Completion of Study date for the unit. An extension is not an automatic right and will only be granted in exceptional circumstances.
- 4.2.11 Resit examinations will cover the same skills and knowledge as the first attempt but may, or may not, be in the same form as the original work, e.g. several assignment pieces that have been determined as not competent, may be replaced by a theory or practical assessment as the reassessment (resit). It is at the discretion of the assessor whether the assessment is made by a:
- re-work of the original assessment piece; or
 - modified piece similar to the original; or
 - completely different assessment in similar format to the original; or
 - totally different replacement assessment.
- 4.2.12 If the student wishes to repeat the Unit of Competency, they will need to re-enrol when the unit is offered again and complete or demonstrate competency in all assessment items. This will involve the payment of further fees.

4.3 Apprentices & Trainees

- 4.3.1 When an apprentice/trainee is unsuccessful on their first attempt, an opportunity for a supplementary assessment will be provided.
- 4.3.2 When unsuccessful following supplementary assessment, the employer will be notified and a final grade of M will be recorded on the apprentice/trainee's academic record. (Refer to MP45 Apprentice Trainee Management for process)
- 4.3.3 If the employer wishes the apprentice/trainee to repeat a unit, re-enrolment in the unit will be necessary.
- 4.3.4 If the employer does not request re-enrolment, a written notification will be required for Training Services, who will then investigate the circumstances and decide on possible change of status of the Training Contract.
- 4.3.5 When the apprentice/trainee does not attempt the supplementary assessment the employer will be contacted to negotiate additional support or an alternative strategy. (Refer to MP45 Apprentice Trainee Management for process)

DOCUMENT AUTHORISATION

Owned by	Director Education and Training
Authorised by	Institute Director