

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

IP57 Student ability to drop (withdraw) from classes when the class end date is due to occur within 21 days

MP45 Apprentice Trainee Management

IF142 Request for Assignment /Assessment Consideration/Modification

4. POLICY

4.1 All students are 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 may be eligible for reassessment.

4.2.2 Where competency is not achieved on the first attempt, the teacher/trainer 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 further reassessment may be allowed.

4.2.5 The reassessment must be completed no later than one (1) week after the student is notified verbally of the results of the first attempt.

4.2.6 All assessment (including the reassessment) must 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, 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 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 **IP57** Student ability to drop (withdraw) from classes when the class end date is due to occur within 21 days)

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 Reassessment 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 assessment as the reassessment. It is at the discretion of the teacher/trainer whether the assessment is made by either:-
(a) a re-work of the original assessment piece; or

- (b) a modified piece similar to the original; or
- (c) a completely different assessment in similar format to the original; or
- (d) a 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. 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)
 - 4.3.2.1 If the employer wishes the apprentice/trainee to repeat this unit, it will be necessary for them to re-enrol.
 - 4.3.2.2 If the employer does not request re-enrolment they must provide written notification to Training Services who will then investigate the circumstances and decide on possible change of status of the Training Contract.
- 4.3.3 When the apprentice/trainee does not attempt the supplementary assessment the employer will be contacted to negotiate additional support or alternative strategy. (Refer to MP45 Apprentice Trainee Management for process)

DOCUMENT AUTHORISATION

Owned by	Director Education and Training
Approved by	Institute Director