



REASSESSMENT POLICY

Reference:

Standard 1 Clause 1.8 Assessment system; Principles of Assessment
 Standard 5 Clause 5.1 – 5.4 Learner informed and protected

VERSION HISTORY

Policy Owner:	Principal	Matrika Bimoli
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PURPOSE

Australian Harbour International College (AHIC) will review the policy as part of its continuous quality improvement strategies.

This policy applies to international students who have achieved a result of Not Satisfactory (NS) in their assessment. The option to re-sit/resubmit can be given to students who have been graded as a Fail or Not Satisfactory (NS) but who have a satisfactory attendance record and have demonstrated attempts to improve their academic performance.

PROCEDURE

1. Reassessment during a unit of competency (formative assessment)

A student is eligible for reassessment at the Trainer/Assessor's and/or the Academic Manager of VET's discretion during a unit of competency or during a term, in the following situations:

- The student must make himself or herself available during a convenient class time for feedback from the Trainer/Assessor before submitting/completing their final assessment if they believe that they have not met the assessment question/s criteria; for example, word count or number of points or strategies requested. This will allow the Trainer/Assessor to advise the student whether or not they are 'on track' to meet a satisfactory formative result and/or summative competency result. If a student is away because of medical reasons (a medical certificate must be provided) and they are away for less than 2 weeks, the Trainer/Assessor will make a concerted effort to provide extra assistance and consultation to help the student achieve competency or satisfactory performance in their submission;
- If a student is Not Satisfactory (NS) in the formative assessment, then the Assessor will allow a sufficient time to reassess the student. Students must make themselves available for mutually acceptable reassessment date/s and time/s. Non-attendance for reassessment session means the NS result remains and the student will be deemed Not Yet Competent (NYC) for the unit of competency at the completion of the course.
- If a student has completed an assessment conducted in a simulated learning environment e.g. Clinical Laboratory that concludes in a NS result– the assessor should inform the student and set a mutually acceptable date and time for reassessment no earlier than 3 days after the initial assessment date.

Trainers/Assessors are given 10 working days to mark the re-submitted assessment and to provide student with feedback on the result which must be signed and dated. The assessment is returned by the Trainer/Assessor to Academic Manager of VET.

If the result of the reassessment is Satisfactory: the Student Services Officer will be informed, and the result is updated in Learning Management System (LMS) within 5 working days.

The result that can be awarded to a student's reassessment is:

Satisfactory or Not Yet satisfactory for a formative assessment and Competent or Not Yet competent for a Summative assessment.



If the Summative result of the reassessment is NYC the assessor will discuss the result with the student; Student Services Officer will be informed and the result will be published in the LMS and the student will be requested to repeat the unit of competency with the next cohort of students undertaking this unit of study...

A reassessment result cannot be appealed or challenged by a student. The reassessment result is the final result.

Note:

- A student who fails the summative assessment after resubmission must repeat the unit.
- A reassessment is not allowed for students who has been found to be involved in plagiarism.

2. Process for Reassessment

A student is provided with the opportunity to apply for a reassessment at the discretion of the assessor/s in consultation with Student Services as part of the Academic Improvement Monitoring (AIM) process and/or Academic Administration after attending an Academic Intervention Meeting and/or an Academic Consultation (which typically takes place at the beginning of every academic term or subject).

A student will generally only be permitted to apply for the opportunity to have a reassessment of their assessments for a unit of competency (and have it approved) if:

- If a student is NS in any part of a formative assessment or NYC for a summative assessment for a unit of competency, depending on the student's attendance record of at least >80 % attendance overall of the term when student was deemed NS or NYC.
- **Reassessment must be applied for by the student within one (1) week after the result is made available to him/her by the assessor or in LMS (student portal).** This means that the student is responsible for the acknowledgement that he/she has received results and has been deemed NS for a formative assessment or NYC for the Summative assessment result for unit/s of competency previously undertaken.
- An initial email will be sent to the student after the below procedure is completed.
 - The student completes resubmission form and gets approval from the trainer and Academic Manager.
 - Submits the completed form and makes payment \$150 to the Accounts officer.
 - Meets Student Services Officer for booking date of resubmission and/to hand in the form.
 - Student Service Officer will enrol the student to the Re-assessment link after receipt of payment.
 - Student Services Officer will send email for instructions in consultation with the assessor on what the student needs to do (where possible) to meet the assessment criteria and prepare for their reassessment.
- Trainers/Assessors are allocated the resubmission assessments at the discretion of the Academic Manager of VET and/or the resubmissions team in order to ensure fairness and objectivity in the marking of student assessments.



- Once a student has responded to the initial email indicating their interest/intent to resubmit, they are given up to five (5) working days to send their new assessments and the resubmission cover sheet completed with their details to their Trainer/Assessor for marking.
- Extensions to resubmission due dates are permitted on a case by case basis. Medical certificates and sufficient evidence to support reasons for an extension must be provided by the student to the resubmission team for consideration before extensions are approved. A student can only receive up to a maximum of one extension to the due date of the resubmission. No further extensions can be permitted.
- If a student fails to submit their assessment(s) and coversheet for resubmission marking before/on the due date, the result of the student's assessment and their subject remains NS for a formative assessment or NYC for a summative assessment result. The student's outcome result and information are updated in the LMS accordingly which is accessible for the Academic administration and Accounts dept. team. Student with a NYC result after reassessment be required to undertake the unit of competency training after completion of course program.

Note: *Students who do not discuss their initial assessment result with their Trainer/ Assessor for feedback and instruction on how to meet assessment criteria prior to submitting their new assessments for resubmissions put themselves at risk of a NS or NYC result.*

A student may be denied the opportunity to resubmit their assessments for a unit of competency (and have it approved) if:

- **Their approved leave is for less than 50% of the unit of competency duration.** The reason for this is because if the student has missed more than 50% of the **unit of competency**, they have missed too much of the face-to-face and/or simulation learning support of Trainer/Assessor and will not be able to demonstrate a true level of competency and understanding to be able to satisfactorily complete the assessment(s) for the unit of competency.

Trainers/Assessors are given ten (10) working days to mark the new assessment and to provide feedback. The assessment is returned by the Trainer/Assessor to the **Academic Manager of VET or Head of Nursing and Health Sciences**

- A student's original Trainer/ Assessor may not necessarily be allocated the new resubmission assessment for marking purposes. As a result, a Trainer/Assessor is not permitted to accept a resubmission assessment for re-marking directly from a student. A Trainer is only able to accept a student's resubmission assessment for marking purposes from the Academic Manager of VET or Head of Nursing and Health Sciences.
- If the overall unit of competency result of the resubmission/s of any is NYC student and Student Services Officer will be informed by the Assessor, and the student must apply for re-enrolment in the unit of competency at the next available opportunity to be eligible to complete the course program of study.
- If the overall unit of competency result is C, the student and Student Services Officer are informed by the Assessor and the result is updated in LMS Student portal within five (5) working days.
- A resubmission result cannot be appealed or challenged by a student. The resubmission result is the final result.

A student who wishes to extend his/her visa because of a 'Not Yet Competent' (NYC) result(s) will only be allowed to do so in the following cases:



- The student has been previously identified as being at risk of failing the Course Progress policy and the implementation of a Support/Intervention strategy indicates that the completion within the expected duration of study is not possible within the expected duration of AHIC academic calendar
- The student has been deemed 'NYC' for several units during the last term of his/her course study and requires additional time to be re-assessed.
- Additional fees may apply for an extension of the course.

3. Financial penalties apply to approved reassessment under the following circumstances:

- A Student must pay a financial penalty of \$150 for their reassessment; or
- A Student must pay a financial penalty of \$150 for their reassessment subject if they have a significant amount of leave as determined by the Trainer and Assessor without a medical certificate for the subject duration.
- Students are sent an email outlining the financial penalties.
 - Students are given five (5) working days to respond to this email to confirm their interest in resubmitting. Failure to respond will result in the student's result remaining NS or NYC and the student must repeat the subject of study later in their course. Accounts dept., admissions dept., and the Academic Administration team are informed accordingly.
 - Financial penalties must be paid (in full) PRIOR TO/ON THE DUE DATE OF REASSESSMENT.
 - Partial payments/instalments of financial penalties related to reassessment will not be permitted and reassessment payment will not be discounted under any circumstances whatsoever.
 - The reassessment will remain pending until the payment of the financial penalty is made (in full) and evidence of payment is provided prior to booking the reassessment/resubmission date.
 - If a financial penalty remains unpaid and it is past the submission due date, the reassessment opportunity will be revoked and the student will be required to repeat the subject.
- In the event a student must resubmit a presentation for their assessment, a scheduled date is organised by the Academic Administration for the student to present their resubmission assessment presentation to a Trainer. The Trainer will be able to invoice AHIC for \$20 for their time to be present/available to assess the student in their resubmission presentation.

4. Unit of competency and/or qualification course is expired

If the Qualification/ Unit has been expired including the teach out period, AHIC will not conduct any reassessment as per government policy.