

Reassessment Policy and Procedure

Relevant Standards	Linked Documents
SRTO 2015: 1.7, 1.8, 1.9 The National Code 2018: 2.1, 6.3	Assessment Policy Student Complaints and Appeals Policy and Procedure Quality Assurance Policy

1. Purpose

This policy establishes how post-assessment feedback, results and reassessment are planned and conducted.

2. Scope

The policy applies to all assessable units and courses and training packages delivered by ALTEC College to its students.

3. Definitions

Course: A program of study comprising units of competency leading to a qualification or an award

Unit of Competency or Unit: A Unit of Competency, also generally referred to as a “unit”, is a statement of a key function or role in a particular skill or knowledge area. It is made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide.

Assessment: The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as essays, examinations, projects, practical tasks, and tutorial participation

Submission: When the assessments are first handed in for marking/grading according to assessment requirements for each unit of competency

Assessment Feedback: Post-assessment feedback provided by trainer/assessor to the students on their work

Resubmission: When an assessment task is submitted again by the student for assessment after minor corrections/modifications approved and allowed by the trainer/assessor within an agreed time frame

Reassessment: When the students are required to repeat or redo their assessments

Resit: When the students are required to re-enrol in a unit of competency and attend all the schedule classes and assessment in a subsequent academic term

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018
- Australian Qualifications Framework (AQF)
- Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)



5. Policy

5.1 Assessment at ALTEC College is designed and conducted in accordance with VET Quality Framework and other regulatory requirements. It accords with the principles of assessment of validity, reliability, flexibility and fairness. Training Package assessment guidelines and/or assessment criteria provided in unit description of each unit of competency are used to plan and conduct the assessments.

5.2 All assessments will be conducted by accredited Assessors hold the latest Certificate IV in Training and Assessment (e.g. TAE40116) from the TAA Training and Assessment Training Package or as required under Schedule 1 of Standards for RTOs 2015.

5.3 Trainers and assessors must also be able to demonstrate vocational competencies at least to the level of those being delivered and assessed. Vocational competencies must be current and may be demonstrated by relevant and current work history.

5.4 Formal agreement is obtained from both the student and the assessor that the assessment was carried out in accordance with agreed procedures.

5.5 Students are given an opportunity to be reassessed if they have undertaken the given assessments and not fully met the assessment requirements of respective units of competency.

5.6 Students must apply for re-assessed using *Request for Reassessment* form with all the required details.

5.7 Reassessment only applies to student work that have been actually “submitted” and marked/graded. Non-submissions do not qualify for reassessments. Students must pay the prescribed fee/s for reassessment.

5.8 Students will be provided two opportunities for reassessment. If the student work is still found to be unsatisfactory, student will be referred to support services and provided additional counselling and learning supported as needed.

6. Procedure

For students who have been assessed as Not Competent (NC), the following options will be available:

ASSESSMENT FEEDBACK: Trainers/assessors will provide assessment feedback to students and advise how they can improve their performance

RESUBMISSION: Further evidence for assessment might be required if the student has partially completed the assessments and some of the works/assignments can be corrected or completed for resubmission. To be eligible for resubmission, the student must participate in learning and classroom activities and undertake the given assessment tasks. Resubmission is an informal process and can be arranged between student and trainer/assessor through mutual understanding. Trainers/Assessors may allow up to two resubmission attempts before deciding the next step.

REASSESSMENT: If a student does not qualify for resubmission or is still deemed Not Competent (NC) after the resubmission, they will need to go through the reassessment process. To qualify for reassessment, the student must have completed and submitted the required assessments for the unit of competency as per the unit assessment schedule.

A reassessment fee may be applicable if resubmission attempts have not resulted in a Competent “C” outcome. Separate assessment sessions may need to be organised under supervision for assessment tasks.



Reassessment will occur only for those assessment tasks in which the student is deemed NC. Reassessment is a formal process and student must apply for reassessment through *Request for Reassessment Form* available from the reception. ON approval and payment of reassessment fees, a reassessment schedule will be advised.

If still failed in two reassessment attempts, the student will need to repeat (re-sit) the unit.

RESIT (or Repeat): The student will need to re-sit the unit in the following term/semester if they are not deemed eligible for any of the above post-assessment options; i.e., both the options of resubmission and reassessment have been exhausted. The student will also need to re-sit the unit if the result from reassessment is still Not Competent (NC). Re-sit may result in extension of course duration and may affect student's original completion date of the course.

If a course is extended by an academic term, a pro-rata term fee based on total course fee will apply as per the course fees specified in the International Student Agreement.

Resit mean repeating the entire unit of competency. Resit is a formal process and student will be advised of resit options once all the term results are published. In the event where a student has been deemed NC in 50% or more units within a study period, they will be asked to attend a course progress interview and go through the course progress process according to college's *Course Progress Policy*.

LATE SUBMISSION FEE: A late fee per assessment task may be charged if students fail to submit assessments on due dates.

ABSENTEES: Students are absent of the day of the assessment without prior approval or a valid reason (e.g. medical certificate) will be marked Not Competent and will be subject to college's *Course Progress Policy*.

7. Appeals

A student may appeal against a decision in writing to the Academic Manager within seven (14) days of publication of the final results.

If the appeal is in respect of an assessment or an outcome from the reassessment process, a review of available information/data is conducted within a reasonable timeframe by the course coordinator in consultation with Academic Manager. The appellant will be given the opportunity to formally present his/her case. This is designed to ensure fairness and consistency and underpins the continuous improvement process.

If the appeal is to dispute the outcome of a complaint other than an assessment, the appeal will be scheduled to be heard by an independent person or panel, inviting the appellant to formally present his/her case.

Upon a decision being made, the appellant is provided with a written statement of the appeal outcomes, including reasons for the decision.

Student should also refer to ALTEC College's *Student Complaints and Appeals Policy* available with Student Administration and online at – www.altec.edu.au for further information and other relevant procedures.

8. Responsibility

The Academic Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy. Any complaints or breaches in relation to this document should be reported to the Chief Executive Officer in person or by email to: ceo@altec.edu.au

