

Student Assessment, Reassessment and Repeating Units of Competency Guidelines

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1.0 Definitions

1.1 Not Yet Satisfactory:

- Where a student submits a complete assessment task and has not met all the competency requirements of the assessment

1.2 Not Yet Competent:

- Where a student submits an incomplete assessment task/does not submit an assessment task/does not participate in the assessment task on the scheduled date and no compassionate or compelling circumstances exist, in line with the Institute's Compassionate and Compelling Circumstances policy
- Where a student is unable to meet competency after being deemed Not Yet Satisfactory after three attempts
- Where a student is found to have cheated in the assessment task

1.3 Re-submission/Re-attempt:

- What a student is required to do when he/she submits a completed assessment task/participates fully in an assessment but has not met the requirements of the task. Students are permitted two attempts before point 3.4 of this policy is applied

1.4 Re-assessment:

- What a student is required to do when he/she is deemed not yet satisfactory on two occasions for that assessment task or if the student submits an incomplete assessment task/does not submit an assessment task/does not participate in the assessment task on the scheduled date and no compassionate or compelling circumstances exist, in line with the Institute's Compassionate and Compelling Circumstances policy
- What a student is required to if he/she is found to have cheated on the assessment task

2.1 Student Assessment

2.1 Students are advised of all assessment details, including the date, time, and location, at least 1 week prior to an assessment taking place

2.2 It is the responsibility of the student to ensure that they attend class on the scheduled day to undertake the assessment

- 2.3 Where a student does not attend/submit an assessment, the student may re-sit/re-submit the assessment free of charge, provided the student meets the Institute's Compassionate and Compelling Circumstances policy, subject to assessor availability
- 2.4 Where a student submits an incomplete assessment task/does not submit an assessment task/cheat of the assessment task/does not participate in the assessment task on the scheduled date and no compassionate or compelling circumstances apply in line with the Institute's Compassionate and Compelling Circumstances policy, the student will be deemed Not Yet Competent and will be required to pay for the relevant reassessment fee as listed in point 3.4 of this policy
- 2.5 Student Assessment submission will be only accepted via online from January 2019 learning Platform Moodle unless student have exception from Academic Manager. Student must submit their assessment on the provided link by the due date advised by their assessor.

3.0 Student Re-assessment Guidelines

- 3.1 Students deemed as Not Yet Satisfactory in an Assessment Task are permitted 2 attempts before being deemed Not Yet Competent
- 3.2 Where a student is found to have cheated, the student will be deemed as Not Yet Competent
- 3.3 Where students are deemed as Not Yet Competent, they will be required to undertake a Re-assessment which is organised by the Student Services Department as soon as practicable
- 3.4 The cost per re-assessment is:
- \$100 per assessment task
- 3.5 Student's grounds to request to sit for an assessment due to missed or failed assessment.

A. Student may request to sit for a missed assessment at no cost to the student on the following grounds:

1. Due to family illness, death, carer's responsibility - Appropriate Supporting Documents must be provided.
2. If they were absent thru illness on the day of the assessment and if they can provide a doctor's certificate substantiating their illness
3. If the student missed the assessment through no fault of their own, for example the college change the date/location without sufficient prior notification Student may apply for re-assessment cited below in point B & C and will incur a cost of \$100.00 per assessment task.

B. If Plagiarism or cheating is detected, STUDENT WILL FAIL THE ASSIGNMENT, (disciplinary record of the incident will be kept on the student file). The fee for plagiarism is \$100 per assessment task.

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“Plagiarism and Cheating is a DISCIPLINARY MATTER”

Plagiarism: is defines as an act or instance of using or closely imitating the language and thoughts of another author without authorization and representation of that author’s work as one’s own, as by not crediting the original author.

(<http://dictionary.reference.com/browse/plagiarism>, accessed on 23/05/2018)

Cheating is to take an examination or test in a dishonest way, as by improper access to answers, (<http://dictionary.reference.com/browse/cheating?>, accessed on 23/05/2018)

Different forms of cheating

1. Giving completed assessment to another student
2. Looking up answers in the internet
3. Copying classmates answer to the assessment
4. Paying another person to do your assessment

NOTE: REPEATED PLAGIARIM MAY RESULT IN EXCLUSION FROM THE COURSE.

C. If the student failed due to Not Yet Competent Result- student may appeal the assessment result; the student has the option to choose below;

ASSESSMENT APPEAL PROCEDURE:

Step 1

If the student is unhappy with their marks the first thing that the students need to do is

- Students need to explain why he/she feels that their original mark is incorrect
- Talk to the trainer who has marks the student assessment – trainer can re-mark the assessment or discuss why the marks should stand or allow the student to re-sit.

Step 2

If the student is still unhappy with the result, student can appeal to the head trainer, who will review the mark whether the mark stands or whether it should change (if the student opted not to re-assessed but contest the Trainer’s initial decision of Not Yet Competent.

Step 3

If the students still are unhappy, student may opt to see the Academic Manager and decision is final if the marks stand, at this point student must re-assessed to complete the unit satisfactorily

4.0 Student Reassessment Procedure

4.1 Student books in for re-assessment with the Student Services Department. To confirm the re-assessment booking, students must pay the relevant re-assessment fee

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- 4.2 Students will be provided with a receipt and confirmation of the date, venue and time of the re-assessment upon payment of the relevant fees
- 4.3 On the re-assessment day, students must provide a copy of their re-assessment receipt to the supervising trainer
- 4.4 Students will be provided with the results of the re-assessment within 5 working days of the re-assessment taking place

5.0 Repeating Units of Competency Guidelines

- 5.1 If a student is deemed Not Yet Competent after re-assessment, the student will be required to repeat the entire unit of competency, subject to timetable availability
- 5.2 Students in their final term of their course must make contact with the Academic Manager to establish an individual learning plan (See point 6.0), to ensure completion before the expected duration of the student's CoE.
- 5.3 Costs for repeating individual Units of Competency are:
- \$400 per unit of competency
- 5.4 Students must book for a repeat of Unit of Competency, a minimum of 2 weeks prior to the commencement of a new term

6.0 Individual Learning Plans

- 6.1 Students that have outstanding Not Yet Competent (NYC) units in their final term of their course must see the Academic Manager to establish an Individual Learning Plan.
- 6.2 Individual Learning Plans are in place to ensure students complete within the specified duration of their CoE

7.0 Learning Support

Australian City International College provides additional classes support for students that require additional training and support. The Learning Support classes are provided free of charge and occur on a weekly basis, as well as during term break. Students may be required to attend these classes as a result of an intervention strategy being activated

Related Policies

- Student Course Progress Policy
- Compassionate and Compelling Circumstances

Related Forms

- Intervention Strategy Record