



Document: Reassessment Policy		
Approved by: Executive Management Team	Version: 3.0	Date: June.2023

Contents

1. Overview	2
2. Policy	2
3. Procedures	2
4. Publication.....	4
5. Legal and Policy Framework.....	4

1. Overview

The purpose of this procedure is to prevent serious disruptions to the day-to-day operations at the college caused by the re-submissions of assessment. Students who have been graded as Not Yet Competent (NYC) in their assessment/s for any unit of competency (UoC) they are studying, must re-do the assessment again & submit it to their educator. Under-performing students are advised to repeat the unit.

2. Policy

Students who receive an NYC Assessment will be given constructive feedback within one week of the assessment being submitted and will be given an opportunity to respond to the feedback and re-submit the amended Assessment Task for Re-assessment. A date will be set by the educator. for the re-assessment.

Responsible for implementation

Educators, Head of Academics

Key stakeholders

All VET students and staff

Related legislation

RTO Standards – 1, 4, 5

National Code Standards – 1, 3,3.5, 8.5-8.8,8.9

3. Procedures

When a student has failed a Unit of Competency (subject) (ie undesirable assessment grading (ie Not Yet Competent, NYC or Did Not Submit, DNS), they are notified by their educator in Moodle.

- i. Learner contacts the educator for re-assessment within 10 working days. Failure to contact the educator could result in a re-assessment fee being applied and/or academic progress intervention letter.
- ii. Student ONLY allowed 3 re-assessment attempts (4 if compassionate and compelling circumstances). Unsatisfactory outcomes mean student MUST repeat the Unit of Competency (UoC) plus pay an additional fee.
- iii. The admin fee for re-assessment of each UoC is applicable **every time** if the learner's progression rate or class attendance is less than 80%. The Head of Academics will arrange for one hour of face-to-face academic learning support/counselling with a qualified educator or an ALS coordinator or the Head of Academics. Please find the admin fee for re-assessment in the table below.

<u>The admin fee for re-assessment per UoC</u>

Progression %	Class Attendance	Admin Fee	Academic Learning Support/ Consultancy Session (face to face)
81% or above	81% or above	Free of charge	hour free of charge
51% to 80%	51% to 80%	\$200	hour free of charge
00% to 50%	00% to 50%	\$500	hour free of charge

- iv. Pay the re-assessment fee if applicable (via direct deposit to the college's bank account, refer details below, or via credit card with the Student Admin Officer (SAO)).

Account name: George Education Group Pty Ltd

BSB: 062 033

Acc No: 1052 1258

Bank: Commonwealth Bank

Bank address: Elizabeth & Foveaux Streets, Sydney NSW 2010

- v. The educator arranges re-assessment. All communication must be through Moodle for tracking & future reference.
- vi. Re-assessment due date: The deadline to complete the re-assessment for each NYC Unit of Competency (UoC) is 7 days (regardless of the number of assessment tasks in that unit). For each additional Unit of Competency (UoC) where re-assessment applies, the due date is extended by an additional 7 days in accordance with the academic learning support plan.

Number of Units of Competency	No of re-assessments	Re-assessment due date
1	One or multiple	7 days after initial deadline
2	One or multiple	Additional 7 days after initial first deadline
3	One or multiple	Additional 7 days after initial second deadline

- vii. The educator will grade the re-assessment task/s on Moodle and upon completion notify the student via Moodle messaging.
- viii. The educator is required to complete grading the re-assessment within 7 working days after submission of re-assessment.

Academic Learning Support (ALS):

- An academic team member (the educator or ALS coordinator or Head of Academics) will consult with the learner to create a study plan as a guideline to the student for multiple re-assessments. The study plan is considered as a “Training Contract” between WIN College and the student which must be signed.
 - The learner may request additional individual and face to face academic learning support session/s and a fee will apply (\$100 per hour).
 - If, for any reason, you cannot resubmit by the due date, you must contact WIN’s Academic team (ie your educator, Academic Learning Support Coordinator or Head of Academics) prior to the resubmission date. Failure to do so will be regarded as a fail and will require a new re-assessment request and an admin fee will apply.
 - ‘You’, the student must follow these procedures as the college will not be responsible for any delays in marking a student’s late and bulky submission of assessments, especially if the student’s results are required to proceed to a higher education course.
-
- **Students Proceeding to Higher Education:**
 - Students must be competent in all their units in their course to be eligible to commence their higher education course.
 - The college recommends that the student make an appointment with the academic learning support coordinator to discuss the re-assessment to avoid the waiting time.

4. Publication

The WIN College Student Handbook.

5. Legal and Policy Framework

- *The Education Services for Overseas Students Act 2000 (ESOS Act)*
- *The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)*
- *Standards for Registered Training Organisations (RTOs) 2015*
- *National Vocational Education and Training Regulator Act 2011 (Cth)*
- *Commonwealth Human Rights and Equal Opportunity Commission Act 1986*
- *Commonwealth Disability Discrimination Act 1992*

- Commonwealth Disability Standards for Education 2005
- *Equal Opportunity Act 1995*
- *Privacy Act 1988*
 - *NSW State Records Act*