

Student Assessment, Reassessment and Repeating Units of Competency Guidelines

1.0 Definitions

1.1 Not Yet Satisfactory:

- Where a student submits a complete assessment task which 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 three 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

2.0 Student Assessment

- 2.1 Students are advised of all assessment details, including the due date, time and location, at least on 2nd week of each unit 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 It is a responsibility of students to attend class regularly and submit assessments on or before due date.
- 2.4 Students need to submit assessments through Moodle.
- 2.5 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**
- 2.6 Where a student submits an incomplete assessment task/does not submit an assessment task/cheats 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

3.0 Student Re-Assessment Guidelines

- 3.1 Students deemed as Not Yet Satisfactory in an Assessment Task are permitted 2 attempts within the term 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:
 - \$250 per Assessment task (if more than 5 task in Unit than Max \$250 per Unit)

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
- 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 Students will be provided with the results of the re-assessment within 10 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 are advised to see the Academic Coordinator 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. Melbourne Metro College will do its best to endeavour student to organise the individual learning plan however, the onus is on students to follow up.

7.0 Learning Support

Melbourne Metro College provides additional classes 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

