

Reassessment Policy and Procedures (For international students)

DEFINITIONS

Failing a unit means being assessed as "Not Yet Competent" for a completed unit.

Study period is one term of 10 weeks duration.

Term is a period of 10 weeks. Two terms equal one semester.

REASSESSMENT ADMINISTRATION FEE

Students who have obtained an NYC in a unit may redo failed assessments without a need to see a reassessment officer, if they have attended at least 70 percent of scheduled classes for that unit and they complete the unit within the term in which it was offered.

If a student:

- a. attended less than 70 percent of scheduled classes for a unit and failed an assessment in that unit
OR
- b. has NYC units carried over from earlier terms
OR
- c. has failed a cooking practical class

the student needs to pay a reassessment administration fee to cover costs of employing a reassessment officer and/or purchasing cooking material.

Reassessment Administration fees are as follows:

- \$20 per assessment (except cooking practicals)
- Cooking practical assessment \$100 (including cooking materials)

REASSESSMENT ADMINISTRATION FEE PAYMENT PROCESS

Reassessment fees are paid as follows:

- a. Trainer completes the *Student Reassessment Invoice* available on RGIT's intranet.
- b. Student takes invoice to Level 7 Accounts who calculate amount owing. Student pays the outstanding reassessment dues.
- c. Accounts signs and stamps the invoice to indicate that all fees have been paid. A copy is retained by Accounts and another given to student as evidence of payment.
- d. Student goes to Level 2 reception to make an appointment with the next available reassessment officer.

Once a reassessment date has been scheduled, the student is contacted by Student Services. On the day of reassessment, the student shows the paid invoice to the reassessment officer as evidence that reassessment administration dues have been paid.

Reassessment conducted.

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NB: Paid invoice is to be retained by student.

FEE EXEMPTIONS

Students will not have to pay reassessment administration fees, if students provide evidence that compassionate or compelling circumstances precluded them from completing an assessment within the period the unit was originally scheduled.

Compassionate or compelling circumstances may include:

- a. illness accompanied by a medical certificate
- b. death in the family accompanied by a death certificate
- c. Serious social or physical upheaval in the student's home country which required the student to suspend their studies
- d. Other reasons which the student is able to substantiate through written evidence

STUDENTS NOT ATTENDING CLASSES

If a student has not attended any scheduled classes for a unit, the student must redo the unit in a subsequent term. The student will not be permitted to do reassessments by simply paying the reassessment administration fee.

REASSESSMENT OFFICER

The reassessment officer's role is to help students complete failed units. Those students who have not attended at least 70 percent of scheduled classes for a unit will be asked a range of questions by the reassessment officer to determine whether the student has sufficient knowledge to complete the reassessment. If not, the student may be required to undertake supplementary work to better prepare the student for the assessment. Questions and tasks posed by the reassessment officer will be on a case by case basis.

Once the student has submitted the assessment, the student may be required to make a presentation or answer a range of questions related to their submission.

Reference: *Standard 10 (The National Code 2007)*