

Reassessment Policy and Procedure

Policy

This policy is to ensure that RGIT Australia students who have obtained a Not Yet Competent (NYC) outcome in a unit may redo failed assessments, if they have attended at least 80 percent of scheduled classes for that unit and they complete the unit within the term in which it was offered.

Students in at least one of the below categories will need to pay reassessment administration fees:

- attended less than 80 percent of scheduled classes for a unit and failed an assessment in that unit;
- has NYC units carried over from earlier terms; or
- has failed a practical unit such as cooking practical class.

Students will need to pay reassessment administration fees to cover costs which include (and are not limited to) those associated with the admin work involved, trainer and assessor involvement and/or purchasing practical assessment materials:

Definition

Failing a unit means being assessed as NYC 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.

Responsibility

The Student Services Coordinator is responsible for the implementation and monitoring of this policy and to ensure that staff and students are aware of its application and procedures.

Scope

This policy applies to RGIT Australia students enrolled in courses offered by the Institute.

Procedures

Reassessment administration fees are as follows:

- \$25 per assessment (except practical units); and
- \$100 per practical assessment (inclusive of all materials).

Reassessment fees are paid as follows:

- Trainer informs the students about the NYC outcome(s) and the need to complete reassessment for the respective unit(s).
- Trainer advises the student about the the reassessment fees structure and the process of reassessment.
- Student goes to:
 - Melbourne campus students: Level 7 Accounts, Main Campus
 - Hobart campus students: Level 3 Reception, Hobart Campus
- Student pays the outstanding reassessment fees and provides the receipt to the trainer as evidence of payment.
- The trainer organises with the student the reassessment day and time.
- Reassessment is conducted.
- Student retains a copy of the reassessment submission receipt for their own records.

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NB: The paid invoice is to be retained by student.

Fee Exemptions

Students will not have to pay reassessment administration fees if the student provides 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:

- illness accompanied by a medical certificate;
- death in the family accompanied by a death certificate;
- serious social or physical upheaval in the student's home country that required the student to suspend their studies, which the student can substantiate with evidence; or
- 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 reassessment administration fees.

To redo a unit, the fee is \$300 per unit, plus a re-enrolment fee of \$250 which is applicable if the student needs to extend their Confirmation of Enrolment (COE) to redo the unit.

Trainer and Assessor

The Trainer and Assessor's role is to support students to complete the failed (NYC) units. Those students who have not attended at least 80 percent of scheduled classes for a unit will be asked a range of questions by the Trainer and Assessor to determine whether the student has sufficient knowledge to complete the reassessment. If the Trainer and Assessor is not satisfied the student has sufficient knowledge, the student may be required to undertake supplementary work to better prepare the student for the assessment. Questions and tasks posed by the Trainer and Assessor 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.

Associated documents

- Assessment Policy and Procedures