

## **BC-SC11-I Reassessment Policy and Procedures**

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## BC-SC11-I Reassessment Policy and Procedures

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### Purpose

The purpose of this procedure is to define the process for re-assessment when a student receives a result 'Not Yet Competent' in a specific unit of competency. This policy and procedure ensures compliance with Standard 1.7, 1.8, 1.9 of the Standards, as well as compliance with the of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2.1 and 6.3.

### Definitions

**Course** means a program of study comprising units of competency leading to a qualification or an award

**Unit of Competency or Unit** also generally referred to as a "unit", is a statement of a key function or role in a particular skill or knowledge area. It is made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide.

**Assessment** means by which progress or achievement in a unit is evaluated. This can include assessment methods such as essays, examinations, projects, practical tasks, and tutorial participation.

**Submission** means when assessments are first handed in for marking/grading according to assessment requirements for each unit of competency.

**Assessment Feedback** means a feedback provided by trainer/assessor to the students on their submitted work

**Resubmission** means when an assessment task is submitted again by the student for assessment after minor corrections/modifications approved and allowed by the trainer/assessor within an agreed time frame.

**Reassessment** means students are required to repeat or redo their assessments.

**Resit** means when the students are required to re-enrol in a unit of competency and attend all the schedule classes and assessment in a subsequent academic term.

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework.

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

**Study period/term** means study period of 10 weeks.

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### Policy

- Assessment at Brighton College is designed and conducted in accordance with VET Quality Framework and other regulatory requirements. It accords with the principles of assessment of validity, reliability, flexibility and fairness. Training Package assessment guidelines and/or assessment criteria provided in unit description of each unit of competency are used to plan and conduct the assessments.
- Students are given an opportunity to be reassessed if they have undertaken the given assessments and met the assessment requirements of respective units of competency.
- Students need to pay a reassessment administration fee to cover costs of employing a reassessment officer as per the fee outlined in student agreement.
- 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:
  - 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 which required the student to suspend their studies;
  - Other reasons which the student is able to substantiate through written evidence.
  - Students not Attending Classes:
- If a student has not attended sufficient 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. However, management has the discretion to assess each case on its own merit and make appropriate decision based on all relevant information.

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### Procedures

For students who have been assessed as Not Yet Competent (NYC), the following options will be available:

#### 1. Re-Assessment

Procedure	Responsibility
<p><b>A. Assessment Feedback</b></p> <ul style="list-style-type: none"> <li>Trainers and Assessors are required to provide assessment feedback to students and advise how they can improve their performance on an ongoing basis during the study period/term.</li> <li>Trainers and Assessors are required to finalise the result for those unit/s of competencies that they have delivered and assessed within 10 days of term end date.</li> <li>Administration Team to upload the result sheet in aXcelerate and to monitor students Course Progress as per the <i>Course Progress Policy</i>.</li> </ul>	Trainer and Assessor Administration team
<p><b>B. Resubmission</b></p> <ul style="list-style-type: none"> <li>Further evidence for assessment might be required if the student has partially completed the assessments and some of the works/assignments can be corrected or completed for resubmission. To be eligible for resubmission, the student must participate in learning and classroom activities and undertake the given assessment tasks. Resubmission is an informal process and can be arranged between student and the trainer/assessor through mutual understanding.</li> <li>Resubmission can be done during the study period or a timeframe given by the trainer within the term.</li> <li>Resubmission does not attract any fee.</li> </ul>	Trainer and Assessor
<p><b>C. Re-Assessment</b></p> <ul style="list-style-type: none"> <li>If a student does not qualify for resubmission or is still deemed Competency Not Achieved (CNA) after the resubmission, the student will need to go through the reassessment process. If units are clustered, failing in the relevant assessment will be treated as CNA in all units inside that cluster.</li> <li>To qualify for reassessment, the student must have completed and submitted the required assessments for the unit of competency as per the unit assessment schedule.</li> <li>A reassessment fee is applicable if resubmission attempts have not resulted in a Competent "C" outcome. Separate assessment sessions may need to be organised under supervision by a Trainer &amp; Assessor. This usually happen two weeks after the subsequent term start date.</li> <li>Reassessment will occur only for those assessment tasks in which the student is deemed CNA. Reassessment is a formal process and student must apply for reassessment by completing and submitting the Request for</li> </ul>	Trainer and Assessor Administration team

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Procedure	Responsibility
<p>Reassessment Form available from the reception. On approval and payment of reassessment fees, a reassessment schedule will be advised.</p> <ul style="list-style-type: none"> <li>If the student still fails in two reassessment attempts, the student will need to repeat (re-enrol) the unit.</li> <li>All reassessment activities for the previous term should be complete within five weeks of next term. However, it may take 10 weeks' subject to approval from Management.</li> </ul>	
<p><b>D. RE-DO (or Repeat)</b></p> <ul style="list-style-type: none"> <li>The student will need to re-enrol and re-do the unit in the next term/semester whenever the unit is available, if the student is not deemed eligible for any of the above post-assessment options; i.e., both the options of resubmission and reassessment have been exhausted. The student will also need to re-sit the unit if the result from reassessment is still Competency Not Achieved (CNA). Re-sit may result in extension of course duration and may affect student's original completion date of the course.</li> <li>If a course is extended by an academic term, a pro-rata term fee based on total course fee will apply as per the course fees specified in the International Student Agreement.</li> <li>Resit means repeating the entire unit of competency. Resit is a formal process and the student will be advised of re-sit options once all the term results are published. In the event where a student has been deemed CNA in 50% or more units within a study period, they will be asked to attend an Intervention interview and go through the course progress process according to college's <i>Course Progress Policy</i>.</li> </ul>	Administration team
<p><b>E. Late submission fee •</b></p> <ul style="list-style-type: none"> <li>A late fee per assessment task may apply if students fail to submit assessments on due dates or the submission time given by the Trainer and Assessor.</li> </ul>	Trainer and Assessor Administration team
<p><b>F. Absentees</b></p> <ul style="list-style-type: none"> <li>If the student does not attend scheduled classes on a regular basis and does not attempt the assessment, the student will be marked Did Not Submit (DNS) and will be subject to college's <i>Course Progress Policy</i>. The student who does not submit the assessment will not be eligible for resubmission or reassessment. The student will have to re-sit or repeat the unit of competency in the following term/study period. However, Management has the authority to deviate from this clause and to allow DNS students to submit assessments provided that they attend tutorial classes and follow the intervention plan.</li> <li>If the student is absent on the day of the assessment without prior approval or a valid reason (e.g. medical certificate), the student will be marked</li> </ul>	Trainer and Assessor Administration team

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<p>Competency Not Achieved (CNA) and will be subject to the procedures outlined in the College's <i>Course Progress Policy</i>.</p> <ul style="list-style-type: none"> <li>Students who have completed part of the assessments may be considered for resubmission or re-assessment under the discretion of Trainers and Assessors.</li> </ul>	

### 2. Appeals management

Procedure	Responsibility
<p><b>A. Assessment Appeal</b></p> <ul style="list-style-type: none"> <li>A student may appeal against a decision by completing and submitting the Complaints and Appeal Form to the PEO within seven (7) days of publication of the final results.</li> </ul>	<p>CEO/PEO Administration team</p>
<p><b>B. Respond to assessment appeals</b></p> <ul style="list-style-type: none"> <li>In the case of appeals against assessment decisions, the original assessment decision will, within a reasonable timeframe, be reviewed and marked by an assessor independent of the original decision.</li> <li>The assessment decision made during the appeals process will be considered the actual and final assessment outcome for the task.</li> <li>Advise the student of the outcome of the appeal.</li> <li>Students should also refer to Brighton College <i>Complaints and Appeals Policy</i>.</li> </ul>	<p>Administration team Admissions team</p>

### 3. Management Intervention:

In certain circumstances, CEO and Management Team may decide to allow a student submit assessments or reassessments after designated time. The circumstances include satisfactory past performance, visa complications etc.

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### Document Control

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