

**Reassessment Policy and Procedure**

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| <b>Policy Number</b> | <b>PP-22</b>               | <b>Version Number</b> | <b>V3 April 2023</b> | <b>Status</b> | <b>APPROVED</b> |
| <b>Owner</b>         | <b>Academic Department</b> | <b>Approved By</b>    |                      | <b>CEO</b>    |                 |

**Table of Contents:**

|                       |   |
|-----------------------|---|
| 1. POLICY             | 3 |
| 2. PURPOSE            | 3 |
| 3. SCOPE              | 3 |
| 4. DEFINITIONS        | 3 |
| 5. POLICY             | 4 |
| 6. PROCEDURE          | 4 |
| 9. RESPONSIBILITY     | 6 |
| 10. RELATED DOCUMENTS | 6 |

## 1. POLICY

IQY Australia Pty Ltd T/A IQY Technical College ensures that the reassessments are conducted in a fair manner as per the policy.

## 2. PURPOSE

The purpose of this policy is to establish how post-assessment feedback, results and reassessment are planned and conducted.

## 3. SCOPE

This policy applies to all assessable units of competencies, courses and training packages delivered by IQY Technical College to its students.

## 4. DEFINITIONS

**Course:** A program of study comprising units of competency leading to a qualification or an award.

**Unit of Competency or Unit:** A Unit of Competency, also generally referred to as a “unit”, is a statement of a key function or role in a 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:** The 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:** When the assessments are first handed in for marking/grading according to assessment requirements for each unit of competency.

**Non-submission:** When the assessments are not handed in for marking/ during the due dates as scheduled on the timetable. This will result in a Not Yet Competent (NYC) outcome. Failure to attend practical sessions is tantamount to non-submission of assessment.

**Assessment Feedback:** Post-assessment feedback provided by trainer/assessor to the students on their work.

**Resubmission:** 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:** When the students are required to repeat or redo their assessments.

**Re-enrol:** 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

### 5. POLICY

5.1 Assessment at IQY Technical 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 assessment requirements provided in unit description of each unit of competency are used to plan and conduct the assessments.

5.2 All assessments will be conducted by Trainers/Assessors who are holding TAE40116 Certificate IV in Training and Assessment or its successor OR TAE40110 Certificate IV in Training and Assessment plus the following units – TAELLN411 (or its successor) or TAELLN401A and TAEASS502 (or its successor) or TAEASS502A or TAEASS502B OR a diploma or higher-level qualifications in adult education.

5.3 Training and assessment would only be provided by those who have current industry skills and knowledge

### 6. PROCEDURE

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

**ASSESSMENT FEEDBACK:** Trainers/assessors will provide assessment feedback to students and advise how they can improve their performance.

**RESUBMISSION:** 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 trainer/ assessor through mutual understanding. Trainers/Assessors allow one resubmission attempt before deciding the next step.

**REASSESSMENT:** If a student does not qualify for a resubmission or is still deemed Not Yet Competent (NYC) after the resubmission or missed deadline, they will need to go through the reassessment process. To qualify for reassessment the student should have participated in all learning and assessment activities and tasks for the unit of competency for which reassessment is sought.

A reassessment fee will be applicable if the resubmission attempt has not resulted in a Competent “C” outcome. Separate assessment sessions will be organised under supervision for assessment tasks. Reassessment will occur only for those assessment tasks in which the student is deemed NYC.

Reassessment is a formal process, and the student must apply for a reassessment. On approval and payment of reassessment fees, a reassessment schedule will be advised.

To request a Reassessment opportunity, students must email to [academic.support@ IQY Technical College](mailto:academic.support@iqytechnicalcollege.edu.au) with a valid reason for requesting for reassessment specially with NYC due to missed submission. If the reassessment is approved by the training team, the academic team will negotiate a deadline with the student for the resubmission.

Re-assessment, delayed submission or missed submission date will incur a cost. IQY Technical College will charge a student the \$200 reassessment fee per theory unit and \$300.00 per practical unit.

Only after the payment is received, the student will be allowed to resubmit an assessment on IQY LMS (ai-one.io).

Students will be charged reassessment fees if the student is being reassessed during the Term Break Schedule or additional classes arranged for the student. The student will be charged reassessment fee, if a student agrees to be reassessed but fails to attend for the reassessment.

If the reassessment attempt results in an NYC, the student will need to repeat (re-enrol) the unit.

**RE-ENROL:** The student will need to re-enrol the unit in the following term/semester if they are 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-enrol the unit if the result from reassessment is still Not Yet Competent (NYC).

A charge of \$200 per reassessment will be levied.

**Re-enrolment:** This means repeating the entire unit of competency. Re-enrolment is a formal process and student will be advised of re-enrolment options once all the term results are published.

This opportunity will be applicable to the students who have met the Academic progress requirement of >50% in a term and are not in any breach of their student visa.

In case where a student requests to re-enrol for the completion of the course after the student has been reported for Un-satisfactory progress, IQY Technical College will review the request and will consider this request case by case. The student will be advised of any potential impact on their student visa, including the need to obtain a new visa.

In case where a student requests for third re -enrolment to complete the course, IQY will consider this request on compassionate reasons i.e. due to Coronavirus -19 Pandemic, medical reasons etc. The student will be advised of any potential impact on their student visa, including the need to obtain a new visa.

Re-enrolment may result in extension of course duration and may affect student's original completion date of the course.

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.

**ABSENTEES:** Students are absent of the day of the assessment without notification, or a valid reason (e.g. medical certificate) will be marked Not Yet Competent and will be subject to IQY Technical College's Course Progress Policy.

## 7. RESPONSIBILITY

The VET Coordinator, Head of VET, COO and CEO are responsible for IQY Technical Colleges' adherence to the National Standards for Training Organisations and ESOS/NCP2018.

## 8. RELATED DOCUMENTS

### Related Documents

- Complaints and Appeals Policy and Procedure
- Reassessment Policy and Procedure
- Course Completion within Expected Duration Policy and Procedure
- Course Progress Policy and Procedure
- Plagiarism, Collusion and Student Misconduct Policy and Procedure