

Student Assessment, Reassessment, and Repeating Units of Competency Policy & 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:

In cases where a student is deemed "Not Yet Competent," the following situations will be addressed according to the Institute's policies:

1.2.1 Incomplete or Non-Submitted Assessment Task:

- If a student submits an incomplete assessment task, fails to submit a task, or does not participate in a scheduled assessment without compassionate or compelling circumstances, the Institute will refer to its Compassionate and Compelling Circumstances policy for further action.

1.2.2 Not Yet Satisfactory After Two Attempts:

- If a student fails to meet competency after two attempts, both of which must be completed within two weeks of the original notification, the student will be required to repeat the unit at the cost of \$400 per unit subject to timetable availability.

1.2.3 Cheating in Assessment:

- If a student is found to have cheated in an assessment task, the Institute will enforce its academic integrity policies, which may involve disciplinary actions or consequences as specified in the Student Code of Conduct. Additionally, the student will forfeit the two reattempts that would have been allowed if they had submitted without cheating, and a fee of \$250 per unit will be charged for each subsequent submission.

1.2.4 No Submissions:

- If a student does not submit the submission due date / during the teaching period, the respective unit competency outcome will be graded as Not Yet Submitted (NYS) and the unit outcome will be recorded as Not Yet Competent (NYC) therefore as a result the future submission of the same unit will attract a submission fee of \$250 per unit. Additionally, the student will forfeit the two reattempts that would have been allowed if they had submitted on the due date.

1.3 Re-submission/Re-attempt:

- When a student submits a completed assessment task or fully participates in an assessment but fails to meet the requirements of the task, they are allowed two reattempts. These reattempts must be completed within a two-week timeframe from receiving the original notification of Not Yet Competent (NYC). These reattempts will not apply to students that have not made an original submission on the assessment due date. Only after exhausting these reattempts without meeting competency will point 3.4 of this policy be applied.

1.4 Re-assessment:

- When a student is deemed not yet satisfactory on two occasions for the same assessment task, or if the student submits an incomplete assessment task, fails to submit an assessment task but makes a submission, or does not participate in the assessment task on the scheduled date, and there are no compassionate or compelling circumstances as per the Institute's Compassionate and Compelling Circumstances policy, the student is required to reassessed.
- If a student is found to have cheated in an assessment task, the Institute will enforce its academic integrity policies, which may involve disciplinary actions or consequences as specified in the Student Code of Conduct. Additionally, the student will forfeit the two reattempts that would have been allowed if they had made a submission without cheating, and a fee of \$250 per unit will be charged for each subsequent submission.

2.0 Student Assessment Policy

2.1 Students are advised of all assessment details, including the due date, time, and location, on their term timetable allocation before the start of each term and are also reminded of the assessment due dates in class by their trainers for 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 the responsibility of students to attend class regularly and submit assessments on or before the due date.

2.4 Students must submit assessments through Moodle, SMC's Learning Portal. All submitted assessments must be uploaded in a PDF format.

2.5 If a student fails to meet competency after two free attempts, both of which must be completed within two weeks of the original notification, the student will be required to repeat the unit at the cost of \$400 per unit subject to timetable availability.

- 2.6 When a student is deemed not yet satisfactory on two occasions for the same assessment task, or if the student submits an incomplete assessment task, fails to submit an assessment task but makes a submission, or does not participate in the assessment task on the scheduled date, and there are no compassionate or compelling circumstances as per the Institute's Compassionate and Compelling Circumstances policy, the student is required to reassess.
- 2.7 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.**
- 2.8 If a student does not submit the submission due date / during the teaching period, the respective unit competency outcome will be graded as Not Yet Submitted (NYS) and the unit outcome will be recorded as Not Yet Competent (NYC) therefore as a result the future submission of the same unit will attract a submission fee of \$250 per unit. Additionally, the student will forfeit the two reattempts that would have been allowed if they had submitted on the due date.
- 2.9 If a student submits an incomplete assessment task, fails to submit a task, or does not participate in a scheduled assessment without compassionate or compelling circumstances, as per the Institute Compassionate and Compelling Circumstances policy, the student will be charged a submission fee of \$250 per unit.
- 2.10 If a student is found to have cheated in an assessment task, the Institute will enforce its academic integrity policies, which may involve disciplinary actions or consequences as specified in the Student Code of Conduct. Additionally, the student will forfeit the two reattempts that would have been allowed if they had submitted without cheating, and a fee of \$250 per unit will be charged for each subsequent submission.

3.0 Student Re-Assessment Guidelines

- 3.1 Students deemed Not Yet Satisfactory in an Assessment Task are eligible for free 2 attempts. These 2 attempts must be completed within 2 weeks of the original Not Yet Competent notification.
- 3.2 If a student is found to have cheated, they will be deemed Not Yet Competent. Additionally, the student will forfeit the two reattempts that would have been allowed if they had submitted without cheating, and a reassessment fee per unit will apply.
- 3.3 Students deemed Not Yet Competent will need to undergo a Re-assessment, which is coordinated by the Student Services Department as soon as practicable.
- 3.4 The cost per re-assessment unit is \$250.

4.0 Student Reassessment Procedure

4.1 Upon booking a re-assessment with the Student Services Department, students must pay the relevant re-assessment fee to confirm their booking.

4.2 Upon payment of the relevant fees, students will receive a receipt and confirmation of the date, venue, and time of the re-assessment.

4.3 Students will receive 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 two reassessments, they will be required to repeat the entire unit of competency, subject to timetable availability.

5.2 Students in the final term of their course must contact the Academic Manager to establish an individual learning plan (refer to point 6.0) to ensure completion before the expected duration of the student's CoE.

5.3 The cost for repeating individual Units of Competency is \$400 per unit.

5.4 Students must book a repeat of a Unit of Competency at least two weeks prior to the commencement of a new term.

6.0 Individual Learning Plans

6.1 Students who have outstanding Not Yet Competent (NYC) units in the final term of their course are advised to meet with the Academic Coordinator to establish an Individual Learning Plan.

6.2 Individual Learning Plans are implemented to ensure students complete within the specified duration of their CoE. While Sydney Metro College will make efforts to assist students in organising the individual learning plan, it is the responsibility of students to follow up.

7.0 Learning Support

7.1 Sydney Metro College provides Learning Support classes for students requiring additional training and assistance.

7.2 These classes are offered free of charge and are held weekly, including during term breaks.

7.3 Attendance in these classes may be compulsory if an intervention strategy is implemented for a student.

7.4 Students seeking extra help with their studies are encouraged to contact Student Services to enroll in these Learning Support classes.

Related Policies

- Student Course Progress Policy
- Compassionate and Compelling Circumstances

Related Forms

- Intervention Strategy Record