Reassessment Policy and Procedure (Online)

Relevant Standards
SRTO 2015: 1.7, 1.8, 1.9
The National Code 2007: Standard 14.2
Vet Funding Contract:
3.1 (d)(e), 4.1(a)(d), Sch. 1 (A) 10.2

Linked Documents
Assessment Policy
Student Complaints and Appeals Policy and Procedure
Quality Assurance Policy

1. Purpose
This policy establishes how post-assessment feedback, results and reassessment are planned and conducted.

2. Scope
The policy applies to all assessable units and courses delivered by ALTEC online.

3. 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 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: 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

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

Repeat: 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

4. Legislative Context
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Australian Qualifications Framework (AQF)
- Equal Opportunity Act 1995 (Vic)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)
5. Policy

5.1 Assessment at ALTEC 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.

5.2 All assessments will be conducted by accredited Assessors hold the Certificate IV in Training and Assessment from the TAE10 Training and Assessment Training Package or as required under specific guidelines from NQCC and ASQA.

5.3 Trainers and assessors must also be able to demonstrate vocational competencies at least to the level of those being delivered and assessed. Vocational competencies must be current and may be demonstrated by relevant and current work history.

5.4 Formal agreement is obtained from both the student and the assessor that the assessment was carried out in accordance with agreed procedures.

5.5 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.

6. Procedure

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

6.1 INFORMAL PROCEDURE

Assessment feedback: Trainers/assessors will provide assessment feedback to students via the available communication tools on the LMS and advise how they can improve their performance in the future. The most common method would be email. For formative tasks, assessment feedback will be provided to assist in improvement of work.

Online tasks: The online quizzes, questions and interactive assessment activities (formative assessment tasks) are designed to allow for two (2) assessment attempts. If not completed after two attempts, the students will receive a “NYC” in the task(s) and subject to reassessment (see below).

Formative written tasks: Formative written tasks submitted through LMS or email will be assessed by the online facilitator. If not satisfactory, the facilitator will send the work back to the student with a constructive feedback and suggestions for improvements, including additional learning resources. If not completed after two attempts, the students will receive a “NYC” in the task(s) and subject to reassessment (see below).

Summative written tasks: Students will need to complete all the online and formative tasks before they can undertake the summative task. Summative task has only one attempt and a “NYC” outcome will lead to reassessment (see below).

6.2 FORMAL PROCEDURE

Reassessment: If a student is still deemed Not Yet Competent (NYC) after exhausting the above processes, they will need to go through the reassessment process. Reassessment is a formal process and student must apply for reassessment through Request for Reassessment Form available from LMS. Reassessment will occur only for those assessment tasks in which the student is deemed NYC.

The assessor may ask for more evidences of work at this stage and also ask to revise part of the learning contents to reinforce learning. There is no fee for reassessment for online students.
If still failed in the reassessment attempt, the student will need to repeat (re-sit) the unit.

**Repeat (Re-sit):** The student will need to repeat the unit(s), i.e. re-enrol in the unit if they are still “Not Yet Competency” (NYC) in a unit (or more) after the above post-assessment options; In this case, the student will also need to repeat the unit(s). Repeat may result in extension of course duration and may affect student’s original completion date of the course.

Students who are not able to complete their course within the prescribed course duration will need to apply for a course extension.

Students who hold a government funded place will be re-enrolled in the unit(s) with extras hours (unit nominal hours) added to their enrolment.

Students who are enrolled on a fee-for-service basis will need to pay the unit fee, pro-rate per units based on the total course fee.

Once re-enrolled in the unit or course, the student will be subject to the same policy for reassessment.

**7. Appeals**

A student may appeal against a decision in writing to the Course Coordinator within seven (14) days of publication of the final results.

If the appeal is in respect of an assessment or an outcome from the reassessment process, a review of available information/data is conducted within a reasonable timeframe by the course coordinator in consultation with Director of Studies. The appellant will be given the opportunity to formally present his/her case. This is designed to ensure fairness and consistency and underpins the continuous improvement process.

If the appeal is to dispute the outcome of a complaint other than an assessment, the appeal will be scheduled to be heard by an independent person or panel, inviting the appellant to formally present his/her case. Upon a decision being made, the appellant is provided with a written statement of the appeal outcomes, including reasons for the decision.

Student should also refer to ALTEC’s *Student Complaints and Appeals Policy* available with Student Administration and online at – [www.altec.vic.edu.au](http://www.altec.vic.edu.au) for further information and other relevant procedures.

**8. Responsibility**

Course Coordinator is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy. Any complaints or breaches in relation to this document should be reported to the Chief Executive Officer in person or by email to: 
[ceo@altec.vic.edu.au](mailto:ceo@altec.vic.edu.au)