



## **STUDENT RE-ASSESSMENT POLICY**

### Introduction

Students who do not achieve competency in a governing term requirement as per the Academic Intervention policy will be subject to a re-assessment performance plan. The plan is designed for students to make up units of competency and fulfill course completion requirements. The policy fulfills compliance of the National code 2007 standard 9.2(b) for students who are at risk for NOT meeting course progress.

### Policy

ANIBT requires students to follow stages 1 & 2 of the Academic Performance Plan policy to ensure they are not at 'Risk' of under-achieving academic goals (please refer to ANIBT policies & procedures).

Reasons for re-assessment of either a unit or assessment can fall under any of the following categories:

- Repeating units and/or assessments
- 'NYC' (not yet competent) of a unit outside the scheduled delivery term
- Non submission of assessments for achieving 'C' (competency)
- Plagiarism of assessments
- Approved 'Suspension of studies' ( please refer to the policy)
- Compassionate or compelling circumstances
- The RTO was unable to offer a pre-requisite unit
- Students were unable to attend classes due to illness and have subsequently submitted a valid medical certificate

In some circumstances students may be placed under a situation where they are subject to additional charges and tuition fees. Please refer to schedule 1.

### Procedure

1. Students must hand in assessments as per the scheduled Due Date.
2. If students have not met stage one of the Academic Intervention policy and course progress they require to be interviewed by their respective Program manager/coordinator.
3. All trainers are required to fill out ANIBT'S APIP (Academic Performance Improvement Plan) pro forma and counsel students in order to successfully meet the requirements for achieving competency.
4. If a student has failed a unit more than twice within the scheduled delivery period, please refer to ANIBT's Academic performance intervention and course progress policy.



5. Plagiarism is unacceptable and considered a breach of student responsibilities and AQF requirements. Please refer to ANIBT's Student handbook.
6. When referencing students should use the Harvard style. This is the preferred method at ANIBT.
7. Class hoppers must see their respective program manager for allocation of classes.
8. Pending reports apply to commercial cookery and patisserie courses.
9. A trainer will intervene a student's progress as required under the Academic Intervention and course progress policy.

### Re-assessment

If a student is deemed NYC in an assessment re-assessment will take place in the following ways:

1. If a written test – the student will redo the test in the designated periods scheduled into the timetable in either week 6 or week 10 – NOTE the student may only need to complete those parts of the assessment that they were NYS
2. If a written assignment or project – the student will resubmit their work within 2 weeks of return of the assessment and receiving feedback from the assessor.
3. If a practical test – students will be re-assessed in practical subject in week 10 or 11 of the term – this decision will be relayed to the student by the co-ordinator 2 weeks prior to the re-assessment taking place.

### Re-Assessment of Assessments at a student's request

ANIBT has an accessible and immediate process for complaints and appeals which complies with standard 8 of the National Code 2007. This enacts a request for students to have a NYC assessment re-examined by an external person or body. The process is inexpensive and requires a formal lodgment of the complaint or appeal, with supporting information. ANIBT will ensure that all reasonable measures are taken to finalise the process as soon as practicable.

### Schedule 1

HOSPITALITY COURSES - SCENARIO	Charge Amount Per Unit of competency	
	Theory	Practical
Student repeats a unit outside scheduled term period	A\$200	A\$350
Plagiarism or a repeat of an assessment for critical aspects of evidence	A\$50	A\$50
Non submission of a unit of competency within a scheduled delivery period	A\$200	A\$350



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Class hoppers schedule for unit/s make up	A\$200	A\$350
Pending reports for assessments within a given unit of competency	-	A\$350

<b>REFRIGERATION &amp; AIR-CONDITIONING COURSE - SCENARIO</b>	<b>Charge Amount</b>
Student re-sits : theory test	A\$50
Practical re-assessment and practical re-training (pertaining to a particular unit of competence)	A\$300
Theory based re-training for a particular unit	A\$200
D-Licence re-assessment (disconnect/re-connect electrical appliances)	A\$290
Complete practical re-assessment in Capstone (\$190 broken down per each 3 practical sections)	A\$570