

321-PP-MEGA Reassessment Policy and Procedure

Relevant Standards	Linked Documents
SRTOs 2015: 1.7, 1.8, 1.9 The National Code 2018: 2.1, 6.3	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 and training packages delivered by MEGA to its students.

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 and grading according to assessment requirements for each unit of competency.

Assessment Feedback: Post-assessment feedback provided by Trainers and Assessors to the students on their work.

Resubmission: When an assessment task is submitted again by the student for assessment after minor corrections or modifications approved and allowed by the Trainer and Assessor within an agreed time frame.

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

Resit: 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)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018
- Australian Qualifications Framework (AQF)
- Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth).

5. Policy

5.1 Assessment at MEGA 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 a qualified Trainer and Assessor who has successfully completed:

- Certificate IV in Training and Assessment TAE40110 with TAELLN411 and TAEASS502), or
- TAE40116 or equivalent, and
- Meets the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1).

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 Trainer and 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.

5.6 Re-assessments will not be granted to student(s) 4 weeks after the course completion except under extenuating and compelling circumstances with sufficient evidence(s) and supporting document(s), has attended the required course progress interviews and counselling and follow the agreed prescribed intervention strategies.

5.7 If approved for re-assessments after the 4 weeks period mentioned in 5.6, student(s) will be granted another 2 weeks for submissions of re-assessment. Should the student(s) fail to meet the deadline, “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA) grade will be recorded and student(s) will be required to repeat the units concern

6. Procedure

For students who have been assessed as “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA), the following options will be available:

ASSESSMENT FEEDBACK: Trainers and 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 or has been deemed as “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA). 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 and Assessor through mutual understanding. Trainers and Assessors may allow up to two resubmission attempts before deciding the next step.

REASSESSMENT: If a student does not qualify for resubmission or is still deemed “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA) after the resubmission, they will need to go through the reassessment process. 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.

A reassessment fee may be applicable if resubmission attempts have not resulted in a Competent “C” outcome. Separate assessment sessions may need to be organised under supervision for assessment tasks.

Reassessment will occur only for those assessment tasks in which the student is deemed NYC or CNA. Reassessment is a formal process and student must apply for reassessment through *Request for Reassessment Form* available from the reception on approval and payment of reassessment fees, a reassessment schedule will be advised.

If still failed in two reassessment attempts, the student will need to repeat (re-sit) the unit.

Student(s) that have been granted approval must complete the re-assessment submissions no later than 2 weeks from the date of approval. Failure to submit the re-assessments will result in a “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA) grade to be awarded and will be required to re-sit/repeat the unit in the next term.

RESIT (or Repeat): The student will need to re-enrol and repeat the unit in the term that the unit is offered 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-sit the unit if the result from reassessment is still “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA). Repeat or re-enrol 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, an additional term fee will apply as per the course fees specified in the International Student Acceptance Agreement.

Resit or re-enrol mean repeating the entire unit of competency. Resit is a formal process and student will be advised of resit options once all the term results are published. In the event where a student has been deemed “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA) in 50% or more units within a study period, they will be asked to attend a course progress interview and go through the course progress process according to MEGA’s *Course Progress Policy*.

LATE SUBMISSION FEE: A late fee per assessment task may be charged if students fail to submit assessments on due dates.

ABSENTEES: Students are absent of the day of the assessment without prior approval or a valid reason (e.g. medical certificate) will be marked “Not Yet Competent” (NYC) or “Competency Not Achieved” (CNA) and will be subject to MEGA’s *Course Progress Policy*.

7. Appeals

A student may appeal against a decision in writing to the Academic Manager 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 and data is conducted within a reasonable timeframe by the Academic Manager in consultation with Campus Director. The appellant will be given the opportunity to formally present his or 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 or 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 MEGA’s *Student Complaints and Appeals Policy* available with Student Services or the Reception and online at – www.mega.edu.au for further information and other relevant procedures.

8. Responsibility

The Academic Manager 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 Academic Manager will be responsible to follow-up with the Trainers and Assessors on the re-submissions of assessments by the end of term or study period.

The Academic Manager, with assistance from Academic Support staff, will be responsible for following-up on re-assessment submissions by the due date.

The Chief Executive Officer (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@mega.edu.au

Revision History:

Version No:	Date	Description of modifications	Approved by
1	December 2017	First Review and alignment of PP to new National Code 2018 and SRTOs 2015.	CEO
2	January 2018	New PP approved	CEO
3	November 2018	Review of PP and change from Academic Coordinator to Academic Manager	CEO
4	March 2021	Review of PP	CEO
5	October 2023	Review and update of PP	CEO