

Reassessment Policy and Procedure

Purpose

The purpose of this procedure is to define the process for re-assessment when a student receives a 'Not Yet Competent' in a specific unit of competency.

Scope

This policy applies to all international students enrolled at NIT.

Policy Statement

NIT is committed to ensuring fair and equitable policies and procedures are in place regarding student re-assessment.

Procedure

Student must be assessed as 'Competent' ('C') in all units of competency in order to successfully complete the course in which they have enrolled in. If a student receives a 'Not Yet Competent' ('NYC') in a specific unit, he/she will have to make arrangements to be re-assessed.

To be re-assessed, the student will be notified of assessment options via trainer feedback and delivery schedule. The reassessment fee of \$200 per unit applies.

Reassessment is available only if the student has attempted assessment but fail to demonstrate competency. However, if student miss the particular, assessment he/she may be allowed to re-sit for that particular assessment. This option is only available if the student has been regularly attending the classes and there is compelling ground for missing the assessment.

Reassessment is not allowed if the student who has been found to be involved in plagiarism. Such a student may also face the NIT's strict disciplinary action.

Reassessment must be applied for by the student within one week after the result is made available to him/her. This means that the student is responsible to acknowledge that he/she has received results and has been deemed NYC for the units of competency previously undertaken.

Students are also able to appeal the recording of a 'NYC' for any unit of competency or learning outcome provided that they had a satisfactory attendance for that unit and

demonstrated reasonable participation in all assessments. To appeal a 'NYC', the student needs to fill in the Complaints and Appeals form and provide necessary evidence in support of their claim for appeal.

Reassessment may need to be arranged during the forthcoming term break in order to minimize disruption &/or avoid extra pressure on the student's normal study load except in the case where NIT has implemented an intervention strategy for a student under its Monitoring course progress policy specifies otherwise.

Reassessment fees must be paid for in advance. In the event a student is unable to pay for the reassessment fee, the student must discuss the matter with the Administration Manager and come to a written agreement for a fee payment schedule.

NIT reserves the right to restrict access to facilities or withhold services for the student should the student does not pay the reassessment fee within a mutually agreed due date.

Penalty may apply for students who fail to organize their reassessment within reasonable time or does not turn up on the organized re-assessment date once results have been made available to them. ***If students fail to come for the organized re-assessment, they may have to repeat the whole subject and pay the tuition fees for the subject accordingly.*** Penalties may include but are not restricted to:

Additional payment for the reassessment

Sent a notice of intention to report for non-payment of fees letter (as specified in the college Student Fees & Charges Policy)

Student may have to repeat the whole subject and pay fees accordingly

Once the application for reassessment has been approved and the fee (if applicable) has been paid by the student, the student will be advised of the process for the re-assessment and expected date which decision to complete the process.

A student who wishes to extend his/her visa because of a 'Not Yet Competent' result(s) will only be allowed to do so in the following cases:

Student has been previously identified as being at risk of failing Course Progress policy and the implementation of a Support/Intervention strategy indicates that the completion within the expected duration of study is not possible as per NIT's Completion within the Expected Duration of Study Policy.

Student has been deemed 'NYC' for several units during the last term of his/her course study and requires additional time to be re-assessed. Additional fees may apply for an extension of course.